

# Highlands High School Handbook

## ***Student – Parent Edition***



# 2022-2023

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## **Highlands School District Mission Statement**

The mission of the Highlands School District is to create a quality, caring educational environment and to develop academic, vocational and social programs that will enable students to achieve their highest potential in personal growth; and the family, the community, business and industry will share in the responsibility to prepare students to function as effective citizens in an ever-changing global community.

Welcome to the 2022-2023 school year!

At Highlands High School, our goal is to develop and foster a growth mindset through dedication and hard work. We strive to provide an environment in which students hold themselves to be **Respectful, Accountable, Motivated and Safe.**

The purpose of this handbook is to provide students and parents with information regarding the academic and behavior expectations for Highlands High School. Several changes have been made for the upcoming school year.

Upon review of this **updated** handbook with your student, to acknowledge your awareness of the policies, please sign below and return to this to your student's homeroom teacher no later than Friday, September 9, 2022.

The teachers and staff at Highlands High School are here to support students with their academic, personal and future goals. Please do not hesitate to contact us with questions, concerns and suggestions. We look forward to working with you and your children.

Sincerely,



Dr. Laura Burns  
Principal  
lburns@goldenrams.com



Dr. Nicholas LaMantia  
Assistant Principal  
nlamantia@goldenrams.com

I, \_\_\_\_\_, have read and understood this  
student handbook for my student \_\_\_\_\_.

I have clarified any questions with the Highlands High School staff and/or administration.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Student Signature

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# **The Highlands Community**

The Highlands School District is comprised of the municipalities of Fawn Township, Harrison Township, Brackenridge Borough, and Tarentum Borough. This area is approximately twenty-two square miles with a population of about 25,000. It is in the northeast corner of Allegheny County along the Allegheny River about 18 miles from Pittsburgh. The Route 28 Expressway provides easy access to the Greater Pittsburgh area. The immediate area contains major industries, including three major research and developmental facilities. The four communities offer a mixture of urban and rural residential areas, and a variety of recreational, educational, shopping, and health care facilities. Residents are within commuting distance of major Pittsburgh and Western Pennsylvania colleges and universities, and a wide selection of business and technical schools.

## **Organization of Schools**

The Highlands School District is comprised of four school buildings and the Administrative Center. The Highlands High School houses students in grades 9 through 12, the Middle School houses students in grades 5 through 8, Highlands Elementary School houses students in grades 1 through 4, Highlands Early Childhood Center houses students in pre-kindergarten and kindergarten. Total district enrollment is approximately 2,500 students.

## **Highlands Central Administration**

1500 Pacific Avenue  
Natrona Heights, PA 15065  
Phone: 724.226.2400  
Fax: 724.226.8437

Dr. Monique Mawhinney	Superintendent
Dr. Cathleen Cubelic	Assistant Superintendent
TBD	Executive Director of Business Affairs
Dr. Catherine Russo	Coordinator of Curriculum, Instruction, & Assessment
Dr. Amber Dean	Director of Student Services
Dr. Rebecca Keenan	School Psychologist
Dr. Angela Kennedy	School Psychologist
TBD	Director of Technology
Ms. Stacey Waffensmith	Director of Food Services
Mr. Drew Karpen	Athletic & Transportation Director
Mrs. Jennifer Goldberg	Communications Coordinator
Mr. Craig Harnish	School Police Officer
TBD	School Police Officer
Mr. Chris Reiser	Maintenance Supervisor
Mrs. Diane Faix	PIMS Coordinator
Mr. Jonathon Westergom	Assistant IT Director

# **District Goals**

## ***Framing the Future***

Academic achievement is a priority for all students. The Highlands School District and board of directors established the following goals for the 2019-2024 school years that connect to student achievement.

1. Student Achievement and Growth
2. Teaching and Learning
3. Operational Efficiency
4. Safety and Security
5. Collaborative Community and Culture

# **Highlands High School**

## **School-Parent Compact 2022-23**

Highlands High School and the parents of the students participating in activities, services, and programs funded by Title I of the Elementary and Secondary Education Act (ESEA) agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement, and the means by which the school and parents will build and develop a partnership that will help children achieve the Pennsylvania Core Standards.

This school-parent compact is in effect during school year 2022-23.

### **School Responsibilities**

**Highlands High School will:**

**1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables students to meet the state's student academic achievement standards as follows:**

- Provide engaging and rigorous learning experiences through educational best practices and research-based strategies.
- Set high academic and behavior expectations.
- Promote collaboration between staff, administration, parents, and community stakeholders.
- Provide clear explanations of academic and classroom expectations to both students and parents.
- Use differentiation of instruction and research-based interventions using progress monitoring and data collection.
- Encourage lifelong learning through parent involvement activities
- Emphasize respect and uniqueness of students and families.
- Enable students to become responsible citizens by providing opportunities for success.

**2. Hold parent-teacher conferences (at least annually in high schools) during which this compact will be discussed as it relates to the individual child's achievement.**

Parent conferences will be held yearly in November.

**3. Provide parents with frequent reports on their children's progress.** Specifically, the school will provide reports as follows:

- MTSS teachers will prepare and send reports 3/x a year (beginning, middle, end)
- State testing score reports will be mailed home to parents.
- District Benchmark Assessment and Progress Reports will be given to parents before Parent/Teacher Conferences.
- Classroom teachers will send quarterly progress reports and report cards.
- Parents of students moving into Tier III of the MTSS model will be invited to a MTSS Action Plan Meeting.
- Provide *PowerSchool* information to check student grades, attendance, and/or teacher comments.

**4. Provide parents reasonable access to staff.** Specifically, staff will be available for consultation with parents as follows:

- Back to School Night in September
- Parent/Teacher Conferences in November
- MTSS Meetings throughout the year as needed
- Learning Support and Speech IEP meetings throughout the year as needed
- Individual parent conferences as needed
- Title I Night
- Title I/ PAC parent meetings/workshops
- Email

**5. Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities** (\*clearances needed)

- Parents may observe classrooms by request
- Parents are invited to Title I Night to participate in activities with their children
- Parents may volunteer to chaperone field trips\*

### **Parent Responsibilities**

**We, as parents, will support our child's learning in the following ways:**

- Encourage proper study habits, including quiet study time at home.
- Promote my child's self-esteem by talking about schoolwork and activities.
- Reinforce respect for self and others.
- Be aware of my child's progress by checking grades and attendance on-line, attending conferences, checking my child's folder/backpack daily, reviewing schoolwork and communicating with school when needed.
- Attend school events and/or volunteer to help in the classroom or at school activities.
- Encourage good reading habits by reading to or with my child.
- Limit my child's screen time (TV, tablets, etc.) and help select worthwhile programs.
- Encourage proper hygiene.
- Follow district dress code.
- Encourage daily attendance and provide written excuse when student is absent.

### **Student Responsibilities**

We, as students, will share the responsibility to improve our academic achievement and achieve the state's high standards. Specifically, we will:

- Complete my work on time.
- Read at least 20 minutes a day outside of school time
- Give to my parent/guardian all notices and information from my school everyday
- Work hard and challenge myself.
- Respect myself, and others, and take responsibility for my behavior.
- Discuss with my parent/guardian what we did in school during the day
- Limit my screen time (computer, TV, gaming device) and make time for reading
- Be prepared for school every day---book bag, HW folder, pencil, etc.

**Highlands High School will:**

- Involve parents in the planning, review, and improvement of the school's parental involvement policy, in an organized, ongoing, and timely way.
- Involve parents in the joint development of any school-wide program plan, in an organized, ongoing, and timely way.
- Hold PAC (Parent Advisory Council) meeting(s) to inform parents of the school's participation in Title I programs, and to explain the Title I requirements, and the right of parents to be involved in Title I programs.
- Provide information to parents in an understandable and uniform format, including alternative formats upon the request of parents with disabilities, and, to the extent practicable, in a language that parents can understand.
- Provide to parents of participating children information in a timely manner about Title I programs that includes a description and explanation of the school's curriculum, the forms of academic assessment used to measure children's progress, and the proficiency levels students are expected to meet.
- At the request of parents, provide opportunities for suggestions, and to participate, as appropriate, in decisions about the education of their children.
- Provide to each parent an individual student report about the performance of their child on the district's benchmark assessments in Reading and Math, and, for students enrolled in Keystone Exam classes, the scores on their Biology, Algebra 1, and Literature exams.

# **School Directory**

## **Administration**

Dr. Laura Burns, Principal (Grades 11 & 12)

Dr. Nicholas LaMantia, Assistant Principal (Grades 9 & 10)

Mr. Jeffrie Funtal, Dean of Students

## **Counselors**

Dr. Susie Gurrera, School Counselor (Last Names: A-I)

Mrs. Mary Beth Carrarini, School Counselor (Last Names: H-Sj)

Mrs. Marilyn Skwartz, School Counselor (Last Names: Sk – Z)

## **School Nurse**

Mrs. Melissa Lentz

## **Administrative Staff**

Mrs. Brittany Barch, Secretary to the Principal

Mrs. Patty Sirota, Secretary to the Assistant Principal

Ms. Kim Hines, Secretary to the Counselors and Transportation Director

## **Contact**

1500 Pacific Avenue  
Natrona Heights, PA 15065  
Phone: 724.226.2400  
Fax: 724.226.9611  
[www.goldenrams.com](http://www.goldenrams.com)



# **Administrative Message to Students & Parents**

The purpose of this handbook is to inform students and families about Highlands High School policies, procedures, and practices for the 2022-2023 school year.

The information in this document has been derived from legal requirements and sound educational practices. Accordingly, our school will be organized in such a way as to provide maximum opportunity for an orderly educational environment where all students will excel. We hope that we can work together in a spirit of cooperation.

As you become further acquainted with Highlands High School, we encourage you to respect its ideals and to take pride in calling it your school. Please take advantage of all we have to offer.

We look forward to working with you during this school year.



Dr. Laura Burns, Principal

## **Alma Mater**

Hail to thee, O Highlands High  
School, We with reverence sing  
thy praise, May we ever keep thy  
memory,

Bright and true throughout our  
day. Gold and brown and white  
the colors, Of our Alma Mater  
proud,

Let our zeal be  
fervent As we sing  
our glories loud.

Hail to thee, O Highlands High  
School, We with reverence sing  
thy praise, May we ever keep thy  
memory,

Bright and true through all our days.



# **Bell Schedules**

During the 2022-2023 school year, Highlands High School will implement a new bell schedule which provides students with a 30-minute lunch along with eight academic periods. In addition, time between classes is reduced to three minutes while class periods are increased to 42. Beginning this year, students can view their lunch period on their daily schedule.

**\*\*\*For the 2022-23 school year, the high school building will be open at 7:15am.\*\*\***

## **Regular Bell Schedule**

Homeroom	7:45-7:55
Period 1	7:58-8:40
Period 2	8:43-9:25
Period 3	9:28-10:10
Period 4	10:13-10:55

Lunch A	10:58-11:28	Period 5A	10:58-11:40	Period 5A	10:58-11:40
Period 5B	11:31-12:13	Lunch B	11:43-12:13	Period 6B	11:43-12:25
Period 6C	12:16-12:58	Period 6C	12:16-12:58	Lunch C	12:28-12:58

Period 7	1:01-1:43
Period 8	1:46-2:30

## **AM Activity Period Schedule**

Homeroom	7:45-7:55
Activity Period	7:55-8:15
Period 1	8:15-8:54
Period 2	8:57-9:36
Period 3	9:39-10:18
Period 4	10:21-11:00

Lunch A	11:03-11:33	Period 5A	11:03-11:44	Period 5A	11:03-11:44
Period 5B	11:36-12:17	Lunch B	11:47-12:17	Period 6B	11:47-12:17
Period 6C	12:20-1:01	Period 6C	12:20-1:01	Lunch C	12:31-1:01

Period 7	1:04-1:43
Period 8	1:46-2:30

## **PM Activity Schedule**

Homeroom	7:45-7:55
Period 1	7:58-8:37
Period 2	8:40-9:19
Period 3	9:22-9:57
Period 4	10:00-10:39

Lunch A	10:42-11:12	Period 5A	10:42-11:21	Period 5A	10:42-11:21
Period 5B	11:15-11:54	Lunch B	11:24-11:54	Period 6B	11:24-12:03
Period 6C	11:57-12:36	Period 6C	11:57-12:36	Lunch C	12:06-12:36

Period 7	12:39-1:18
Period 8	1:21-2:00
Activity Period	2:00-2:30

## **Two-Hour Delay Schedule**

Homeroom	9:45-9:53
Period 3	9:56-10:21
Period 4	10:24-10:49

Lunch A	10:52-11:22	Period 5A	10:52-11:27	Period 5A	10:52-11:27
Period 5B	11:25-12:00	Lunch B	11:30-12:00	Period 6B	11:30-12:05
Period 6C	12:03-12:38	Period 6C	12:03-12:38	Lunch C	12:08-12:38

Period 7	12:41-1:06
Period 8	1:09-1:34
Period 1	1:37-2:02
Period 2	2:05-2:30

# **Attendance**

## **Attendance Policy**

Good attendance is a habit every student should develop. A student with excessive absenteeism cannot be taught effectively and cannot keep up with the work missed in class. To develop and maintain good attendance habits for all students, Highlands has adopted a strict and effective attendance policy.

*New School Laws of Pennsylvania classify all absences as unexcused or illegal except those for the following reasons: illness of the pupil, death in the family, religious, and “exceptionally urgent reasons” such as quarantine, recovery from an accident, required court attendance, approved family educational trips, educational tours, etc.*

Highlands will enforce the state’s compulsory attendance laws to eliminate absenteeism. Parents can access their child’s attendance at any time by logging into PowerSchool at [www.goldenrams.com](http://www.goldenrams.com).

A doctor’s excuse is required for absences due to illness in excess of ten days, and for each day of absence thereafter. A warning letter will be sent after the eighth day of absence regardless of the reason.

## **Absence Reporting/Information**

- It is not necessary to call the school when your child is absent. Feel free to communicate with your child’s teachers about absences, but please understand that a phone call will not excuse the absences. Written or email documentation is required for our records.
- A call will be made to all homes/families of students who **are** marked absent from their homeroom.
- Family educational trips (up to 5 days) must be pre-approved by the building principal. Requests must be submitted at least one week in advance of the trip and should be submitted to the office.
- **If an excuse is not provided to the school within 3 days of the student’s absence, the absence(s) will be recorded as an illegal absence.** Excuses will not be accepted if they are turned in late.
- If a student has 3 illegal absences, parents will receive a Notice of Truancy in the mail notifying them of the illegal days and encouraging them to participate in an attendance improvement meeting.
- After the 6<sup>th</sup> illegal absence, a letter will be sent in the mail with a date and time for a Student Attendance Improvement Plan conference. If parents cannot attend due to work, they should contact the school office within 48 hours of the meeting to reschedule. Failure to attend the meeting and/or continued absences may result in a citation with the local magistrate.
- When a student reaches an 8<sup>th</sup> Excused absence, a Warning Letter will be mailed notifying parents that all absences beyond 10 require a doctor’s excuse or the absence will be illegal.
- **Truancy is defined as 3 unexcused absences; habitually truant is defined as 6 unexcused absences.**

- **If a student has 10 days of consecutive non-attendance, they will officially be withdrawn from Highlands School District.** Re-enrollment would be required to attend Highlands School District in the future.
- Please contact the District Attendance Officer if you have any questions about the policy @ 724.226.2400 ext. 3007.

## **Excuse for Absence**

- After an absence, a student **MUST** provide a written or email excuse to the student's school secretary. Students may also submit their excuses, with a parent signature or doctor's note if necessary, to their homeroom teacher, who will then file the excuse the main office. The excuse must include the student's full name, date(s) of absence(s), reason(s) for absence(s), the date(s) the excuse was written, and the signature of the parent or guardian. The excuse must be submitted upon return to school, or the absence will be classified as illegal.

The attendance contact for the High School building is:

- Highlands High School, Patty Sirota, [psirota@goldenrams.com](mailto:psirota@goldenrams.com)  
724.226.2400, ext. 4600
- Excused absences include illness, accidents, death in the family, religious reasons, or impassable roads. All other absences may be judged illegal.
- Parents and students should make every effort to schedule appointments for special services after school.

Administrators and teachers discourage the practice of dismissal during school hours, but if it is necessary to be excused during the day, the student must follow this procedure:

- Submit to the office, a written request from the parent stating the reason and time the student is to be excused. The excuse must be presented to the office one day in advance. **(Requests made by phone will not be honored.)**
  - After verifying the request, the school will give the child a special excuse on a blue slip.
  - The parent or guardian must report to the office to have the student released.

## **Absence for Vacation**

For optimal student(s) success, we request you do not schedule vacations when school is in session. Absences due to family vacations will only be considered legal if the following conditions are met:

- Submit request on required district form, detailing the nature and dates of the vacation to the building principal at least one week in advance of the departure date.

- The length of the vacation does not exceed five (5) school days. Any days exceeding 5 will result in illegal absences.
- Parents will be responsible for making sure that missed schoolwork is completed by the child before returning to school.
- Students referred to the magistrate for attendance issues may not be granted approval. This permission will be at the principal's discretion.

## **Educational Tour or Trip**

### **Request for Excuse**

The parent(s)/guardian(s) of a student who wishes to have the student excused from compulsory school attendance in order to participate in an educational tour or trip must submit an application to the Principal of the school in which the student is enrolled. These forms are available in the main office.

Except for emergency situations, which must be fully explained, this request must be submitted at least one week prior to the date on which the student seeks to be excused for compulsory attendance. If a student will be absent for more than ten (10) school days, the student will be removed as a full-time student. The family will need to reenroll the child upon return.

### **Administrator's Discretion**

The Principal of the school shall exercise discretion whether to excuse the student from compulsory attendance. Consideration shall be given to the length of the tour or trip, the number of requests made during the school year, and whether the educational tour or trip is likely to advance the educational growth of the student. It is the practice of Highlands School District to discourage excused absences for educational tours or trips during the school year.

### **Assignments**

Upon request by a parent, guardian, or student, teachers shall submit a list of student assignments for the period of absence during an approved education tour or trip. Assignments/responsibilities may be made either prior to the absence or upon return to school. All assignments to be completed shall be submitted to the teacher(s) upon return to school or within a reasonable period designated by the teacher(s).

### **Return to School**

The student shall return to school by the first scheduled school day after the excused absence or date previously specified by the building Principal.

### **Implementation**

This policy is designed for implementation at the building level. Frequent recurrence of requests for educational tours or trips during a school year shall result in disapproval, although the requested trip may be meritorious. This policy is designed to foster better school/student relationships and avoid excessive absence.

## **Illness During School Hours**

A student's claim of illness does not necessarily justify being excused from class or school. Students who claim to be ill must:

- Ask the teacher's permission to see the nurse, who will determine the degree of illness. If the nurse is not present, the student should report to the office. If a student is sent home from school by the nurse, that day is counted as an attended day of school.
- If necessary, the nurse or member of the office staff (NOT THE STUDENT) will contact the home to arrange for transportation.
- If the parent, near relative or designated person cannot be contacted, the student will remain in school.
- Parents may request the child's homework assignments during an extended absence and should plan for the work to be picked up, after a 24-hour notice.

## **Tardiness to School**

### **Highlands High School**

A written excuse is required for all tardiness. If an excuse is not provided to the school, the tardy will become illegal.

- Students who arrive between 7:40 AM and 9:40 AM will be marked Tardy.  
Any student arriving between 9:30 AM and 11:00 AM will be marked Absent for a half day.  
Students who arrive after 11:00 AM will be marked Absent for the whole day.
- Students who leave school before 9:40 AM will be marked Absent for the day.  
Students who leave school between 9:40 AM and 11:00 AM will be marked Absent for half a day, and students who leave after 11:00 AM will be given full credit for the day.
- Four unexcused tardies to school will be recorded as one unexcused illegal absence.
- Up to 5 tardies within one month will result in a referral to the Student Assistance Program and the implementation of a Student Attendance Improvement Plan (SAIP).

## **Tardy to Class**

**NOTE:** Period Attendance (Absent/Tardy) will be taken daily.

The definition of "Tardy" to class is if the student arrives after the class has begun. However, a student will not be considered tardy to class if another staff member has written a pass for that student

(EXCLUDING HALL SWEEPS). For any tardiness over 3, the following consequences in conjunction with the parent/guardian being notified will be issued:

- 4<sup>th</sup> Tardy = After School Detention
- 5<sup>th</sup> Tardy = After School Detention
- 6<sup>th</sup> Tardy = 1 Day of In-School Suspension
- 7<sup>th</sup> Tardy = 3 Days of In-School Suspension

*Habitual tardiness will be addressed by the administration.*

- Four unexcused class tardies, less than 20 minutes, will be recorded as one absence from that class.
- Tardiness of 20 minutes or more to class will be considered an unexcused class absence.
- 12 Unexcused Class Absences per semester equals a Failing Grade. (Semester Course)
- 24 Unexcused Class Absences per year equals a Failing Grade. (Year Course)

*Teachers will work with parents and students with chronic tardiness concerns.*

Rev. 6/8/2021

## **Make-up Work**

Students are responsible for all assignments missed during an excused absence; **students will not receive credit for work missed during illegal absences.** The student must contact the teachers and arrange to complete all work within the agreed upon timeline. Parents may request make-up work by contacting the main office at 724.226.2400, ext. 4650 for absences that extend more than three (3) days. Students are encouraged to check Google Classroom for missed work as well.

## **Highlands Virtual Academy (HVA)**

As an alternative to the traditional school environment, Highlands students in grades 7-12 may choose to enroll in the Highlands Virtual Academy to receive the same high quality, standards-based instruction through a cyber platform - Edgenuity. Participation in HVA is a privilege that allows the students to work remotely at their own discretion. Enrollment can be revoked, and the student will return to the face-to-face instruction if they are not successful in the cyber environment.

In the HVA program, Highlands teachers review and support student learning. Students enrolled in HVA may also attend Forbes Road Career and Technology School. Full-time and part-time HVA students are responsible for meeting all of Highlands School District graduation requirements in order to earn a diploma.

To register for HVA, students/parents should contact their school counselor. Interested students must also attend an orientation along with their parent/guardian. For more information about HVA, please visit [www.goldenrams.com/hva](http://www.goldenrams.com/hva).

## **Cafeteria**

## **School Breakfast and Lunch Program**

Highlands will continue to offer FREE breakfast and FREE lunch for all enrolled students.

In 2014, Highlands School District received a grant through the Healthy Hunger-Free Kids Act that was passed in 2010, which qualified the school for CEP (Community Eligibility Provision). This allows all students to receive free breakfast and free lunch every school day. The purpose of this program is to improve overall student health by providing students with nutritious and healthy food options daily.

Highlands will be following the HHKFA regulations by offering students with whole grain rich breads, low fat, low sodium and lower sugar foods. Students will be offered a variety of fruits and vegetables daily.

### **My School Bucks**

Students who pack their lunch and wish to purchase a milk will have to pay \$0.65. Such purchases will accumulate on your student's account. You can access student balances at:

[www.myschoolbucks.com](http://www.myschoolbucks.com)

MySchoolBucks will be used to track student balances and load money to your students account. If you student wants to purchase snacks there must be money in their account. The school district has a no charge policy.

A “closed lunch” program is in effect; students may bring their own lunch or receive a free lunch from the school cafeteria, but all students must eat in the cafeteria. Pizza and/or fast food deliveries are not permitted.

ASK YOUR CHILD: What did you eat today? Did you try anything new? What vegetable or fruit choices did you have? What drink did you have? Children’s nutrition and diet drives more than just their health and physical attributes. It also keeps their brains in high gear, allowing them to remain more focused and learn more! Please encourage your child to ditch the brown bag and jump in line for a nutritious and delicious meal in our café!

QUESTIONS? Please Contact:

Stacey Waffensmith, Food Services Director, at 724.226.2400, ext. 4180.

## **Transportation Procedures**

Transportation of pupils is governed by Section 1361 and 1362 of Pennsylvania Public School Code (24 P.S. 1361 and 1362). In addition to authorizing free transportation of pupils at the discretion of the board, the statutes authorize the State Board of Education to adopt regulations governing such transportation.



In the interest of a safe, orderly and pleasant ride on the school bus, students are expected to be courteous, cooperative, and restrained. Students are to ride their assigned bus. Students may not ride another bus without a written request from a parent and a signed permission slip from building administration.

Audio-video cameras have been installed for use on all buses. Footage will be periodically reviewed to ensure the safe and orderly transportation of students. The following specific regulations are required from each student.

The following regulations are presented so that each student will know what is expected of them. Should any student make a nuisance of themselves on the bus so that they would jeopardize the safety of the entire group, they will be deprived of the privilege of bus transportation.

**Failure to follow the rules of the bus can result in student being suspended from riding any bus to and from school. *BUSING IS A PRIVILEGE.***

1. Students must wait for the bus to come to a complete stop before entering/exiting bus.
2. Except when assigned by a teacher or driver, to promote order, there are no reserved seats on the bus. Students will take seats available as they board the bus and will not “save” a seat for any other student.
3. Students must always remain in the seat when the bus is moving.
4. For their own personal safety, students are not permitted by state law to place hands, arms or heads out of the bus window.
5. Students must not have unnecessary conversation with the driver as it is dangerous.
6. Outside of ordinary conversation, classroom conduct is to be observed.
7. Emergency doors are to be used only in an emergency and not an ordinary exit off the bus.
8. Eating, smoking, vaping and/or use of abusive language are prohibited on the bus.
9. The bus driver is in complete charge of the bus. Situations that need attention on the bus should be reported to the driver immediately. They will bring a written account of the infraction to the attention of building administration.
10. Students should not tamper with or deface anything on the bus. Financial responsibility rests with the student for any damage done to the bus.
11. Students must be on time. It is recommended that students arrive at the bus stop five minutes prior to the scheduled pickup time.

## **Activity Bus**

An activity bus will transport participating tutoring students home following the tutoring session. More information is available at the School Counseling office.

## **Bus Misbehavior**

Parents may be notified of infractions. Misbehavior on a school bus or van will result in the removal of the student from the vehicle for up to ten days or for the remainder of the school year for more severe or continuing offenses. In severe cases, the student will also receive a disorderly conduct citation and be required to appear in front of the district magistrate. Any misbehavior may result in Rams Reflection, Detention, Out of School Suspension or ASA.

## **Student Parking**

**Student Driver Definition:** Any student in 11<sup>th</sup> or 12<sup>th</sup> grade who is in good academic standing, has obtained a Pennsylvania State Driver's License, and is not on social probation.

**Vehicle definition:** Any motor vehicle registered with the Pennsylvania Department of Transportation.

To park on school property, student drivers must obtain a parking permit. All students who drive automobiles to school must park in the assigned area. Violators will face appropriate disciplinary action by the main office. All cars are to remain in the parking area during the hours that school is in session. The speed limit for all vehicles on school property will be 10 miles per hour.

**Violations of school rules may result in a loss of driving privileges.**

Applications will be made available via their student Golden Rams Account before school starts. Students must complete an application and attend a meeting with high school administration.

Copies of all required documentation must be received by the school prior to the distribution of any student permit.

**Please note: Applications may be denied at the discretion of building administration.**

The following is a list of student parking stipulations:

1. Any student vehicle parked on school property during school hours must be registered with the school and must display an approved parking permit. Violators may be towed at the owner's expense.
2. The permit must be displayed on the rearview mirror and must be clearly visible from the front of the vehicle.
3. The cost of a student parking permit is \$10 for each vehicle registered. If you register more than one vehicle, you will still only be assigned one parking space.

4. Parking permits will be assigned as first come/first served, based on available space. No student spaces will be reserved.
5. Upon arriving in the morning, park and exit the vehicle immediately. Loitering in cars or in the parking lot is prohibited. Take all your school materials with you. Students cannot return to their cars during school hours. Be sure to turn off your lights and to lock the car. Please use the school's trash baskets for the trash from your car.
6. All school rules are enforced while on school property—including while the student is in their vehicle. This includes but is not limited to our no vaping and smoking policy as well as our no weapons policy.
7. The use of motor vehicles on campus is restricted to coming to school at the beginning of the student's day and to leaving campus at the end of the student's school day. Students are not permitted to be in or near the vehicles during school hours without permission from Administration.
8. Parking privileges may be revoked for any driving or school rule violations while on school property. Driving infractions may be speeding, driving in a reckless manner, and driving/parking in an unauthorized area, etc.
9. Any violation may result in a loss of parking privileges, suspension from school, ticket for a moving violation, and/or towing at the owner's expense.
10. **A student on social probation may not drive to school.**
11. Any loss in parking privileges will result in the forfeiture of the registration fee. A new permit must be purchased once building administration has indicated that the parking privileges may be restored.
12. Lost registration permits must be replaced by the purchase of a new permit at the \$10 fee.
13. Parking permits are non-transferable. Placing a registration permit on a vehicle other than the vehicle to which it is registered will result in loss of parking privileges for both students for one semester and possible towing at the owner's expense.
14. Once driving privileges have been suspended, any student who continues to drive and park in school lots without approval will face suspension from school and possible towing at the owner's expense.
15. The school cannot assume responsibility for any theft or damage to automobiles, mopeds,

motorcycles, or bicycles. For your protection, lock your vehicle. Any student's vehicle left overnight is not Highlands' responsibility.

# **School Safety**

## **Safety Drills**

There are safety drill instructions posted in every room. At the beginning of the year, students and staff will review the proper procedures for each safety drill. These drills will be conducted on a monthly interval.

## **Mandated Reporting**

Under Subchapter B: Provision and Responsibilities for Reporting Suspected Child Abuse, a mandated reporter, in section 6311, is defined as a "[person] required to report suspected child abuse," and in subsection a4, more specifically, "a school employee" is listed as an example of a mandated reporter.

Section C further details the responsibilities of the school employee. "Whenever a person is required to report under subsection (b) in the capacity as a member of the staff of a medical or other public or private institution, school, facility or agency, that person shall report immediately in accordance with section 6313 and shall immediately thereafter notify the person in charge of the institution, school, facility or agency or the designated agent of the person in charge. Upon notification, the person in charge or the designated agent, if any, shall facilitate the cooperation of the institution, school, facility or agency with the investigation of the report. Any intimidation, retaliation or obstruction in the investigation of the report is subject to the provisions of 18 Pa.C.S. § 4958 (relating to intimidation, retaliation or obstruction in child abuse cases). This chapter does not require more than one report from any such institution, school, facility or agency."

All concerns of abuse will be reported on the Child Abuse Hot Line (1.800.932.0313) or filed online at the Pennsylvania Child Welfare Information Solution website. This is the law. All teachers, school nurses, and social workers are bound by law to report concerns of neglect or abuse that are brought to their attention.

To read the Pennsylvania State Law in full, please click [here](#).

## **Metal Detectors**

All book bags, sports bags, lunch boxes/bags, fanny packs, purses and belonging will be checked at the security tables before entering the school. In order to expedite the security procedures students will be responsible for removing any items from their pockets along with their belts, watches and jewelry which set off metal detectors. These items will be placed on the security tables for inspection. In addition, students will be asked to remove their shoes if the metal detector is activated. All students and visitors must pass through the metal detectors before entering the building.

## **Bookbags/Backpacks**

Students are permitted to carry standard sized book bags in the high school. These bags and all bags that enter the school will be searched upon daily entry into the building. Athletic bags and purses will also be searched upon entry into the high school. Bookbags should be clean, able to be easily searched, and free from clutter to ensure quicker and safer entry into school.

## **Video Cameras**

For the purpose of supervision, safety, and security, video cameras and recorders may be used on campus and school buses.

Students may not use recording devices or phone cameras during school under any circumstance.

## **Visitors**

**Visitors must have government-issued photo ID.** All visitors should have a scheduled appointment and are required to sign in and out in the Main Office of the High School. They will be issued a name tag before they can tour or visit the appropriate individual. All visitors are required to sign out at the Main Office and return the name tag.

***Please Note:** In accordance with the 2020-21 Health & Safety Plan for Reopening Schools, only visitors who are essential to school business will be permitted in the school, and they must make an appointment. Visitors delivering items to the school must do so in the vestibule only.*

## **Emergency School Closings**

The decision to delay starting times, to cancel school, or to dismiss students early because of weather factors or other emergencies is based solely on the safety and welfare of students. These situations necessarily require the understanding and cooperation of parents.

Parents, who are not ordinarily at home at times of morning delays, school cancellations, or early dismissals, should make arrangements at the start of the school year for their children to be supervised at home or for them to report to a pre-arranged, safe place when such an emergency occurs.

1. Announcements of school emergencies will be broadcast on local radio and TV stations, the SchoolMessenger automated phone system,\* the district's mobile app and website, [www.goldenrams.com](http://www.goldenrams.com), Facebook and Twitter.

2. On a two-hour delay, starting times at schools and bus pick-up times will be adjusted according to the length of the delay for K-12 students. Parents of Pre-Kindergarten students will be informed of the delay procedures at the beginning of the school year.

3. Early dismissals due to emergency will be ordered only when necessary.
4. Please do not call the schools. This procedure will always be followed. Additional information or changes during an emergency will be broadcast if necessary.
5. In the case of a remote learning day due to inclement weather, students will be notified via the SchoolMessenger system, and they will be expected to log-in to homeroom by 7:45am. Students will then progress through the rest of their day via Zoom.

*\*Please Note: The success of the SchoolMessenger automated phone system depends on accurate contact information obtained from school records. If your information has changed at any time during the school year, please notify the central registration office at 724.226.2400, ext. 5635 or [akolek@goldenrams.com](mailto:akolek@goldenrams.com).*

## **Forbes Road Career & Technology Students**

### **For FRCTC Morning-only Students:**

If Highlands High School has a two-hour delay and Forbes is canceled, our busses will pick students up and bring them to Highlands High School.

If Highlands has a one-hour delay, the buses will run one hour later, and students will still go to Forbes Road.

If Forbes Road CTC cancels but Highlands has school, then buses will pick up students to bring them to Highlands according to the district schedule.

Listen to KDKA or WPXI or check [www.goldenrams.com](http://www.goldenrams.com), <http://kdka.com/schoolclosings/> or <http://www.wpxi.com/closings/> for all cancellations or delays.

### **For FRCRC Full-Day Students:**

Please follow guidance from Forbes Road CTC on attendance during delays or school cancellations.

# **Student Services**

The Highlands School District Student Services Department is committed to providing a continuum of services to meet the needs of all students. The Student Services Department can be reached at 724.226.2400 ext. 5650.

## **School Counseling Department**

In partnership with the school community, school counselors deliver a school counseling program to support all Highlands School District students. The School Counselors will assist students in applying academic achievement strategies, practicing interpersonal skills, and planning for college and career readiness.

## **Special Education Services**

The Highlands School District offers a full continuum of services. Student's Individual Education Programs (IEP) are developed by their IEP teams, including parents/ guardians and, when appropriate, the student. If you have a question or concern about your child's IEP, please contact their IEP Case Manager. If you believe your child may be eligible, please contact your child's school counselor.

## **Gifted & Talented Education**

The Highlands School District recognizes that gifted students have special educational needs that should be met within the context of educating the whole child through a variety of services and options. Students needing Gifted Education receive services based on their Gifted Individualized Education Plan (GIEP). These plans are developed by their GIEP teams, including parents/ guardians and, when appropriate, the student. If you have a question or concern about your child's GIEP, please contact their GATE teacher. If you believe your child may be eligible, please contact your child's school counselor.

## **504 Services**

Highlands School District provides eligible students services aligned to their disability-related needs which allows the student equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate. If you have questions or concerns or believe your child may be eligible, please contact your child's school counselor.

## **English as a Second Language**

ESL instruction is available to students with limited proficiency in speaking, listening to, reading, or writing English due to their status as immigrants, refugees, foreign exchange students, or American-born children from non-English speaking homes. Parents of children who may require ESL instruction should alert the registration department when enrolling their child or contact our School Counseling department if a need arises.

## **Student Assistance Program (SAP)**

SAP services are available to all Highlands School District students. The Commonwealth of Pennsylvania's Student Assistance Program (SAP) is designed to assist school personnel in identifying any issues (including academic problems, emotional/social issues, and alcohol, tobacco, and other drug use/abuse) that pose a barrier to a student's learning and success in school. SAP Teams are a specially trained group of teachers, school counselors, administrators, and a liaison from a local mental health agency. If you believe your child could benefit from these services, please contact your child's counselor.

## **Nursing Services**

Please see the Health Services and Procedures section of the handbook.

# **Health Services & Procedures**

## **Health Suite**

1. The health suite is under the supervision of the school nurse Mrs. Lentz, who can be reached at 724.226.2400, ext. 4700.
2. The nurse's suite is on the second floor and supervised by a certified school nurse. If students are ill, they must secure a pass from their teacher and report directly to the nurse's suite.
3. The school nurse is normally available for first aid and consultation services every day. Should



any student find the health suite closed, he/she should report to the main office. First aid is one of the school health services. It should be emphasized that first aid is immediate, temporary care. Beyond such treatment, the student is referred to his/her family for any continuing care. The school nurse does **not** have the authority to diagnose, treat, or prescribe medications for injuries that occur beyond the school hours.

4. The purpose of the health room is to evaluate the condition of children who become ill in school and to give immediate first aid for injuries that occur **during** school hours.
5. Any request to change dressings, rewrap ace bandages, etc. that have been applied by the parent or doctor must be accompanied by a signed note from the parent/guardian, or a written order from the doctor.
6. Between classes, students must obtain a pass from their next class teacher. Under no circumstances are students to make their own decision to leave school because they feel ill.
7. Students are not permitted to remain in the restrooms if they are ill. Instead, they must report to the nurse's office.
8. Students returning to class will be given a pass from the nurse. Students who become ill while school is in session must be seen by the nurse to be dismissed. Failure to do so may result in disciplinary action.
9. Only the nurse or an administrator have the authority to excuse a student from school because of illness.

## **Examinations**

Pennsylvania requires each student to receive a comprehensive health examination conducted upon original entry, sixth grade, and eleventh grade. Families may have these examinations completed by their family physician. Forms are available on the Highlands School District website.

## **Screenings**

As school law requires, hearing tests will be conducted at the 11th-grade level, and vision screening tests will be conducted at the 9th and 11th-grade levels. In addition, incoming students who have not had a screening exam will be evaluated.

In addition, a yearly screening program consisting of weight and height measurements are completed on every student. Abnormal screening results will be communicated to

parents/guardians. Please contact the school nurse if you choose to opt your child out of health screenings.

In accordance with the school policy, the parents/guardians of students who are to receive physical and dental examinations or screenings shall be notified. The notice shall include the date and location of the examination or screening and notice that the parents/guardians may attend. In addition, the notice shall encourage the parent/guardian to have the examination or screening conducted by the student's private physician or dentist at the parent's/guardian's expense to promote continuity of care. Such statement may also include notification that the student may be exempted from such examination or screening if it is contrary to the parent's/guardian's religious beliefs.

## **Immunizations**

All students shall be immunized against specific diseases in accordance with state law and regulations, unless specifically exempt for religious or medical reasons. Immunization requirement information is available on the Highlands School District website.

## **Medication in School**

NO medications, prescription and non-prescription will be permitted in school without the written approval from the school nurse or administration. Failure to follow the below procedures may result in suspension or expulsion from school.

1. No medication, prescription and non-prescription (Over The Counter), will be administered in school except by the Direct Medication Order Form of a licensed health provider that is accompanied with a parent's/guardian completed and signed [Highlands Medication Administration Permission Form](#). This paperwork must be in place before any medications are dispensed to students. Highlands School District does not supply any medications.
2. Prescription medication must be presented in the original pharmacy bottle and be accompanied by a Medication Administration Consent Form.

Prescription medication shall be delivered in its original packaging and labeled with:

- Name, address, telephone and federal DEA (Drug Enforcement Agency) number of the pharmacy.
- Student's name.

- Directions for use (dosage, frequency and time of administration, route, special instructions).
  - Name and registration number of the licensed prescriber.
  - Prescription serial number.
  - Date originally filled.
  - Name of medication and amount dispensed.
  - Controlled substance statement, if applicable.
3. Non-prescription medications (over the counter) must also be presented in the original labeled container with child's name on it and written permission from the parent/guardian, as well as a doctor's note.
  4. Unlabeled medications will **not** be given at school.
  5. Medications are to be kept in the Nurse's office. Students are not permitted to carry their medications with them throughout the day.
  6. Students caught carrying Prescription or Non-prescription medications into the building, without written permission from a parent/guardian will be dealt with according to the Code of Conduct.
  7. **It is the parent's responsibility to supply and deliver all medications with proper instructions from a physician and the Highlands Medication Administration Permission Form to the main office to be administered during school hours.**

## **Inhalers & Epinephrine Auto-Injectors**

**Before any student is permitted to possess or use an asthma inhaler or epinephrine auto-injector in the school setting, the School Board shall require the following:**

1. Provide a written statement from the parent/guardian requesting the school to comply with the doctor's order.
2. Provide a written statement from the parent/guardian acknowledging that the school is not responsible for ensuring that the medication is taken and its employees of responsibility for the benefits or consequences of the prescribed medication.
3. Provide a written statement from the licensed physician, certified registered nurse practitioner, or physician assistant stating:
  - Name of drug
  - Dosage prescribed
  - Times medication is to be taken
  - Length of time medication is prescribed

- Diagnosis or reason medication is needed
  - Potential serious reaction or side effects of the medication
  - Emergency response instructions
  - If the child is qualified and able to self-administer the medication
4. A written acknowledgement from the school nurse that the student has demonstrated that s/he is capable of self-administration of the asthma inhaler and/or epinephrine auto-injector in the school setting. Determination of competency for self-administration shall be based on the student's age, cognitive function, maturity and demonstration of responsible behavior.
  5. A written acknowledgement from the student that s/he has received instruction from the student's licensed physician, certified registered nurse practitioner or physician assistant on proper safety precautions for the handling and disposal of the asthma inhaler and/or epinephrine auto-injector, including acknowledgement that the student will not allow other students to have access to the prescribed medication and that s/he understands appropriate safeguards.

The district reserves the right to require a statement from the licensed physician, certified registered nurse practitioner or physician assistant for the continued use of a medication beyond the specified time period.

A written request for student use of an asthma inhaler and/or epinephrine auto-injector shall be submitted annually, along with required written statements from the parent/guardian and an updated prescription. If there is a change in the student's prescribed care plan, level of self-management or school circumstances during the school year, the parent/guardian and the licensed physician, certified registered nurse practitioner or physician assistant shall update the written statements.

The student shall notify the school nurse immediately following each use of an asthma inhaler or epinephrine auto-injector.

Students shall be prohibited from sharing, giving, selling, and using an asthma inhaler or epinephrine auto-injector in any manner other than which it is prescribed during school hours, at any time while on school property, at any school-sponsored activity, and during the time spent traveling to and from school and school-sponsored activities. Violations of this policy, provisions of a Service Agreement or IEP, or demonstration of unwillingness or inability to safeguard the asthma inhaler or epinephrine auto-injector may result in loss of privilege to self-carry the asthma inhaler or epinephrine auto-injector and disciplinary action in accordance with Board policy and applicable procedural safeguards.

If the district denies a student's request to self-carry an asthma inhaler or epinephrine auto-injector or the student has lost the privilege of self-carrying an asthma inhaler or epinephrine auto-injector, the student's prescribed medication shall be appropriately stored at a location in close proximity to the student. The school nurse, other designated school employees and the

student's classroom teachers shall be informed where the medication is stored and the means to access the medication.

## **Diabetes Medication & Monitoring Equipment**

Prior to student possession or use of diabetes medication and monitoring equipment, the Board shall require the following:

1. A written request from the parent/guardian that the school comply with the instructions of the student's health care practitioner. The request from the parent/guardian shall include a statement relieving the district and its employees of responsibility for the prescribed medication or monitoring equipment and acknowledging that the school is not responsible for ensuring that the medication is taken or the monitoring equipment is used.
2. A written statement from the student's health care practitioner that provides:
  - Name of the drug.
  - Prescribed dosage.
  - Times when medication is to be taken.
  - Times when monitoring equipment is to be used.
  - Length of time medication and monitoring equipment is prescribed.
  - Diagnosis or reason medication and monitoring equipment is needed.
  - Potential serious reactions to medication that may occur.
  - Emergency response.
  - Whether the child is competent and able to self-administer the medication or monitoring equipment and to practice proper safety precautions.
3. A written acknowledgement from the school nurse that the student has demonstrated that s/he is capable of self-administration of the medication and use of the monitoring equipment.
4. A written acknowledgement from the student that s/he has received instruction from the student's health care practitioner on proper safety precautions for the handling and disposal of the medications and monitoring equipment, including acknowledgement that

the student will not allow other students to have access to the medication and monitoring equipment and that s/he understands appropriate safeguards.

The written request for student possession and use of diabetes medication and monitoring equipment shall be reviewed annually, along with the required written statements from the parent/guardian and the student's health care practitioner. If there is a change in the student's prescribed care plan, level of self-management or school circumstances during the school year, the parent/guardian and the student's health care practitioner shall update the written statements.

Students shall be prohibited from sharing, giving, selling and using diabetes medication and monitoring equipment in any manner other than which it is prescribed during school hours, at any time while on school property, at any school-sponsored activity and during the time spent traveling to and from school and school-sponsored activities. Violations of this policy, provisions of a Service Agreement or IEP, or demonstration of unwillingness or inability to safeguard the medication and monitoring equipment may result in loss of privilege to self-carry the diabetes medication and monitoring equipment, and may result in disciplinary action in accordance with Board policy and applicable procedural safeguards.

If the district prohibits a student from possessing and self-administering diabetes medication and operating monitoring equipment, or if a student is not capable of self-administering diabetes medication or operating monitoring equipment, the district shall ensure that the diabetes medication and monitoring equipment are appropriately stored in a readily accessible location in the student's building. The school nurse and other designated school employees shall be informed where the medication and monitoring equipment are stored and the means to access them.

## **Administration of Naloxone**

In an effort to ensure the health and safety of its students and staff, the Highlands School District will maintain and administer an opioid antagonist in its schools, specifically Naloxone for use during emergencies to any student or staff member experiencing a known or suspected opioid overdose regardless of a previous history of opioid abuse. In compliance with school board policy, The District's medical director has issued a non- patient specific order to the school nurse to administer Naloxone on- site.

Administration shall notify the parent/guardian of any student directly involved in an incident involving use of controlled substances immediately, as soon as practicable. Any student who experiences a drug overdose shall be referred to the district's Student Assistance Program.

Additionally, Administration shall immediately report incidents involving the use of controlled substances on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity, to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations.

## **Emergency Numbers**

Please be sure that the school has several alternate persons who may be reached during the school day in the event of an emergency, illness, or accident. It is also necessary for the school to be notified of changes in home or emergency numbers as soon as they occur.

## **Medical Excuses**

When submitting a doctor's excuse for an absence, these excuses should be turned into the student's homeroom teacher, who will file this with the attendance office.

## **Homebound Instruction**

If a student anticipates being confined at home because of illness for a period of three weeks or more, the parent or guardian should request a homebound instruction application from the Counseling Office or Highlands Administration Center. This service is provided by Highlands School District at no cost. In select cases, with building administration approval, virtual schooling and/or HVA may be an option for homebound instruction.

## **Student Insurance**

In the event of medical emergencies, expenses incurred are the responsibility of the parent/guardian.

**The responsibility for arranging for any insurance needs lies with the respective student or parents/guardian, not with the school.**

A student insurance policy covering school accidents with school day coverage or 24-hour coverage is available for purchase each fall. Application forms can be printed from the Highlands School District website, and the completed and signed application and check are then returned to the student's homeroom teacher in the sealed envelope.

Late registrants can acquire an application form during student registration or by calling the company directly.

**This insurance does not cover interscholastic sports in any form including practice sessions or travel to and from such activities or practices. Before students can compete on a school team, they must show proof of insurance coverage.**

All accidents or injuries on school grounds should be reported to the main office and to the nurse. Failure to report any accident or injury may cause insurance coverage to be voided. School insurance claim forms may be picked up in the main office.

**NOTE:** *It is recommended that all students purchase insurance coverage.*

## **Highlands High School Dress Guidelines**

To keep the focus on learning and not on dress, the following guidelines are in place.

Acceptable	NOT Permitted
T-shirts, sweatshirts, sweaters, hoods down	Crop Tops, halter tops, pajamas, hats, hoods up
Jeans, sweatpants, dresses, skirts (of fingertip length).  Any holes above fingertip length with an appropriate under-layer.	Clothes that are excessively short/tight (fingertip length is appropriate), tank tops. Clothes with excessive holes.  Holes in pants, jeans, and shorts that expose skin above fingertip length.
Shorts (of fingertip length)	Clothing or jewelry that refers to tobacco, alcohol, weapons, violence, profanity, gangs, sex or drugs.
Tennis Shoes, Sandals, Boots	Slippers
	Visible underwear

**\*\*\*2022-23 REMINDER: NO HOODS UP or HATS can be worn in school during school hours.\*\*\***

The final decisions about appropriateness of dress will be made by the building administration. A parent/guardian may be required to supply a change in attire.

Hats and head coverings are not permitted to be worn in the building. All such items must be removed upon entry into the building and stored in the student's locker or bookbag. Failure to remove hats will result in disciplinary consequences.

## **Obligations**

Students are responsible for returning all property belonging to the district that has been distributed to them (i.e. Chromebooks, calculators, uniforms, textbooks, etc). This equipment must be in good, working order. If the item is damaged, altered, or lost in any way, the student is financially responsible for the item's replacement. Students are required to fulfill all financial obligations annually. Obligations must be current in order to participate in after-school activities, school dances, sports, or graduation Commencement. Legal action may be pursued by the district for unfulfilled obligations.

# **Instructional Program**



## **Graduation**

For a student to receive a high school diploma and to participate in commencement exercises, they must complete all the Highlands School District Board of Directors requirements prior to graduation day. By the day of commencement exercises, students who have not completed all requirements and/or not fulfilled all obligations will not be permitted to participate in the graduation ceremony.

## **Credit Breakdown**

Highlands High School, which operates on a six-day course rotation, offers both full and half credit courses.

A credit is a unit of measurement that represents minimum of 200 minutes of classroom work per week for a period of 36 weeks and the completion of that work with a minimum final grade of a 60%.

To earn a half credit, a class or course which meets 3 periods each rotation for 36 weeks, or every day for one academic semester, has a value of 0.5 credits, and the student must earn a minimum final grade of a 60%.

## **Requirements for Graduation**

Graduation requirements are based primarily on standards set by the Department of Education and the Highlands School Board of Directors and Administration.

Students will also have to complete volunteer hours in order to meet the Highlands High School graduation requirements.

Currently, the minimum 24 credits required for graduation and participation in Commencement exercises are:

- English: 4 Credits
- Social Studies: 3 Credits
- Science: 3 Credits
- Mathematics: 3 Credits
- Electives: 7 Credits
- PE/Health/Aquatics: 2 Credits
- Arts/Humanities: 2 Credits

Volunteer Hours: Students must complete two (2) hours per year while completing the proper paperwork. Additional guidance will be distributed to students at the beginning of the school year.

## **Percentage Grading System**

Percentage grades are used for each nine-week grading period as well as semester and final averages.

Weighted grades will be reflected in the nine weeks, semester, and final averages. This is designed to encourage students to work to their fullest potential and to better prepare our students for post-secondary study.

- A: 100% - 90%
- B: 89% - 80%
- C: 79% - 70%
- D: 69% - 60%
- F: 59% or lower

If a student receives a failing grade (less than 60%) for the final average in a required subject, that course must be repeated. Students who fail subjects can take the course again the following year or make special arrangements with their school counselor and principal to make them up in summer school (depending on course availability).

The grade earned in summer school will not replace the failing or otherwise low grade received during the regular school term. Both grades will be entered on the permanent record and transcript forms with a notation indicating the summer school grade. Both grades are considered in determining class rank.

## **Weighted Grades & Quality Point Average**

In the computation of a student's grade point average, weighted grades will apply to some courses as identified in the program of studies. The percentage earned in all AP courses will be multiplied by 1.1 indicated by an "A" on the report card. The percentage earned in all Honors courses will be multiplied by 1.05 indicated by a "C" on the report card.

## **Final Grade Computation**

The final grade for a full-year course is computed in the following way:

- 1<sup>st</sup> Nine Weeks: 25%
- 2<sup>nd</sup> Nine Weeks: 25%
- 3<sup>rd</sup> Nine Weeks: 25%
- 4<sup>th</sup> Nine Weeks: 25%

\*Any final exam will be calculated into the 4<sup>th</sup> nine weeks marking period grade.

## **Grade Level Classification**

Below is the number of earned credits required for students to be classified in a designated grade:

- Tenth Grade (Sophomore): Must have earned at least 5 credits
- Eleventh Grade (Junior): Must have earned at least 11 credits
- Twelfth Grade (Senior): Must have earned at least 17 credits
- Total Credits Needed for Graduation: Earned at least 24 credits

## **Class Rank**

Class rank shall be computed by the final grade in all subjects for which credit is awarded.

Any two (2) or more students whose computed grade point averages are identical shall be given the same rank. The rank of the student who immediately follows a tied position will be determined by the number of students preceding and not by the rank of the proceeding person.

## **Academic Awards Celebration**

Each year, the top academic achievers in grades 9 through 12 are recognized at a reception. These students are selected by Grade Point Average based only on the previous three nine-week periods of that year; prior grade point history will not be averaged into the GPA.

Students who earn the Vocational Education Award are also recognized. Honors Cords for Commencement will be distributed at this ceremony. Qualifying students for the ceremony will be notified via mail.

## **National Honor Society**

1. All students who have earned a 93% or better average, as indicated on the computer print-out grade report, will be given an application, instructions, and a deadline date for submission.
2. The 93% average for each grade level will be computed as follows:
  - Grade 12 – cumulative 7 semesters (grades 9, 10, 11 and 1<sup>st</sup> semester of grade 12)
  - Grade 11 – cumulative 5 semesters (grades 9, 10, and 1<sup>st</sup> semester of grade 11)
  - Grade 10 – cumulative 3 semesters (grade 9 and 1<sup>st</sup> semester of grade 10)
3. Students who receive the application will be invited to an assembly where National Honor Society regulations and requirements will be explained. Students seeking induction must display adherence to the four pillars of National Honor Society: Scholarship, Service, Character and Leadership.
4. Students must complete and return the applications, including all references, by the deadline; applications will be dated as received, and late applications will not be accepted.
5. The Honor Society advisory committee, composed of faculty members, evaluates all application packets. The Honor Society sponsor may not serve on the committee. The committee will determine which candidates qualify for admission and will submit the list to

the sponsor.

6. The National Honor Society sponsor will notify, in writing, all students who were not accepted for admission prior to posting the list of accepted candidates; after which the list of accepted candidates will be publicly posted.
7. A student, who is not accepted as a candidate, may submit an appeal to the sponsor. The sponsor may reveal the area(s) in which committee deemed the student as deficient. To maintain the integrity of the application process, teacher ratings will not be shared with students or their parents.
8. Members must maintain the 93% average to remain in good standing.
9. Students applying for induction into National Honor Society must also demonstrate involvement in the school community. The tables listed below offer suggested activities provided by Highlands School District for student involvement.

**School Activities for National Honor Society Admission:**

Athletics	Junior Class Officers	Sophomore Class Officers
Audio-Visual, Stage Crew	Band Front	Spring Musical
Cheerleaders	Yearbook	Student Council
Student Council	Marching Band	Superintendent's Advisory Committee
DECA	PBIS Student Committee	
International Club	Senior Class Officers	

## **Homework**

Students will be required to complete homework assignments on a regular basis throughout each week.

The value and purpose of homework is to be an enrichment activity specifically designed for practice and reinforcement of skills presented in the classroom.

## **Tutoring**

Tutoring is available to any student. An activity bus will transport participating tutoring students home following the tutoring session. More information is available at the School Counseling office.

## **Progress Reports/Report Cards**

Student progress is available via Power School for all parents of elementary and secondary students to check on and track current levels, growth and grades in assigned subjects. The reports itemize specific academic weaknesses and strengths and/or provide parents with the opportunity to schedule a conference with the teacher.

Report cards are also available online via Power School during the end of each nine-week marking period. Parents are encouraged to check daily and weekly progress of their student(s).

## **Keystone Testing**

Highlands School District participates in the Keystone Testing guidelines per the Pennsylvania State Department of Education. These tests are taken at the conclusion of Biology, Algebra, and English 10. State testing is offered in the spring with make-ups offered during the winter months of the following school year.

In accordance with Act 158 of PDE's Education Code, Keystone Testing is part of one possible pathway to graduation. For more information on the pathways, contact your school counselor.

## **Student Schedule Changes/Course Drop Policy**

Every effort is made to accurately schedule students in the required and elective courses that fit their educational plans. All schedule changes must have been made before July 1, 2022. After July 1, the only requests for schedule changes that will be honored are those resulting from errors made by the school counseling department or in the cases where a student opts to take a more challenging course in that curricula (e.g. A.P. Physics chosen over Physics).

## **Withdrawing from School**

When a student is withdrawing from school (after the age of 18), it is necessary for the parent or guardian to go to the School Counseling Office to authorize the withdrawal. Please note that all withdraw procedures must be in accordance with Pennsylvania State Law. View the Compulsory School age statute [here](#).

Withdrawal procedures will include returning all textbooks and materials to teachers who will then complete the necessary withdrawal information and a mandatory meeting with the building principals. **All obligations must be cleared at this time.**

## **Technology/Computers**

It is a privilege to use technology at Highlands. All students are provided with a Chromebook which should come to school every day and bring their Chromebook. A parent or guardian must complete and sign the technology usage agreement prior to students receiving their Chromebook. Students are responsible for the safe keeping of their device.

Students are not permitted to tamper with equipment or the network in any way. Tech insurance, at the parent/guardian's expense, is offered upon the distribution of the Chromebook. If a parent/guardian denies the insurance, they must sign a waiver stating so at the time of the insurance being offered.

The smooth running of a classroom or area containing technology is of prime importance. Students found guilty of any type of action that interferes with this smooth operation will receive consequences in accordance with the discipline handbook.

## **Athletics**

The athletic program at Highlands High School exists for the purpose of giving wholesome activities to students and for providing competition with other schools. We encourage both active participation as well as spectator support. The athletic program meets the requirements of the Pennsylvania Interscholastic Athletic Association (PIAA).

<b>FALL</b>	<b>WINTER</b>	<b>SPRING</b>
B & G Cross Country	B & G Basketball	Baseball
B & G Soccer	Wrestling	Girls Softball
Football	B & G Swimming	B & G Track
Boys Golf		Boys Tennis
Girls Tennis		
Girls Volleyball		

### **Attendance Requirements for Student Participation in Extracurricular Activities**

Daily attendance is expected of all student athletes. According to PIAA regulations, students participating in athletic practices and/or competitions on a given day must be present and accounted for in classes for a minimum of four consecutive periods in a day. Exceptions may be given with a corroborating, signed doctor's excuse. Daily attendance is monitored each day by the athletic director, and coaches are notified daily of students ineligible to participate.

### **Grade Requirements for Student Participation in Extracurricular Activities**

The following position statement has been developed by the Highlands School District in order to provide our students with an opportunity to: work to their fullest potential, motivate them to be more effective in the classroom, encourage them to stay in school, and participate in a tutorial program designed to improve

their grades. The Highlands School District has, therefore, developed the following guidelines that govern student participation in athletics.

1. The Athletic Director will run eligibility reports at 11am every Friday during the impacted athletic season.
2. The Principal will contact the Athletic Director to inform him of students who are failing more than one subject every Friday morning.
3. A student failing more than one subject on any given Friday, at the time the eligibility report is generated, will be ineligible for one week, beginning the Sunday following the Friday until the next Sunday.
4. Students academically ineligible may still attend practices and participate in team activities. However, they are not permitted to compete during that week. Team rules pertaining to participation in practice and team activities are subject to the head coach's or building administration's discretion.

## **Lockers**

1. Lockers are assigned to every student for the storage of books and clothing. Each locker is provided with a built-in combination lock. Student will retain the same locker every year of high school. Please keep locker combinations confidential.
2. Student lockers are the property of the school district and may be searched by school officials if there is reasonable suspicion as stipulated in the student rights, discipline, and drug and alcohol policies.

## **Library**

The library is located at the front of the building across the courtyard from the gym and near B-Wing. Any student may use the library before school (7:10 – 7:40 AM) and after school until 2:40 PM. If a student wishes to use the library during a study hall, they must sign up on the library website and report directly to the library during their assigned study hall.

Students are expected to sign-in on an attendance sheet that is shared with the study hall teacher(s). Students should not report to their study hall before reporting to the library and are expected to arrive in the library before the tardy bell. Periodically, the library may be closed for classes.

The library houses over 10,000 books. The library's catalog is online. In addition, an online database and an inter-library loan system are available.

Students are responsible for all the materials they sign out. There are no fees for materials not returned on time. However, students will be billed for lost or damaged materials at replacement cost. All obligations should be paid as soon as possible. Failure to fulfill obligations will impact a student's ability to participate in social activities (i.e. Homecoming, prom) and graduation and will result in a student being placed on social probation.

The use of the library is a privilege that may be revoked if the student misuses the facility or its materials. Appropriate behavior is expected. Drinks, cell phones, earbuds, food, hats, and radios are not permitted in the library.

## **Student Code of Conduct**

Highlands School District promotes a district-wide philosophy supported by procedures and policies that contribute to the promotion of a *RAMS for Life* attitude.

We expect our students to be **Respectful, Accountable, Motivated and Safe** in all school settings and in the community.

The administration, teachers and support staff teach students what these behaviors look like, recognize those students who display these behaviors and encourage and support students who struggle. A large portion of this philosophy depends on consistency, communication, and cooperation among all stakeholders.

## **PBIS**

Positive Behavior Interventions and Supports, or PBIS, is an evidence-based, three-tiered framework that is designed to improve school-wide behavior and morale, which, in turn, correlates to a positive influence on academics. Here, at Highlands High School, we have a dedicated team of educators and students who work together to provide positive responses to positive behavior. As a team, we meet regularly to help support the academic, behavioral, social, and emotional needs of all students. The three-tiered approach supports everyone—students, educators, and staff—in all school settings. \* The breakdown is as follows:

- Tier 1: All students are supported here where expectations are set for all students in all school settings. Normally, roughly 80% of the student body experiences success at this level. Here, building-wide expectations are set, taught, demonstrated, and followed-through upon. Language is very clear in establishing, as a team of students and educators, what we want our school to look like.
- Tier 2: This is a smaller group of students who need additional small group support. On average, according to PBIS.org, about 10-15% of our students will need some sort of Tier 2 support. There is re-teaching of expectations and deeper collaboration between staff and students on how this small group can be successful.
- Tier 3: An intensive, individualized approach is utilized in Tier 3 where anywhere between 1-5% of the student body resides. Intervention planning with families and other stakeholders allows one-



on-one interventions to exist whose goal is to help the student be as successful as possible in the school setting.

*\*Data comes from [www.pbis.org](http://www.pbis.org)*

## **PBIS Incentive Program**

Throughout the school year, you and your students will see various school events sponsored by the PBIS team. Our PBIS team goal is to bring students, parents, guardians, and school personnel together in all aspects of school, and part of that are our incentives.

Periodically, your student may receive gift cards and/or prizes for good behavior and performances as way to incentivize our programs goals. There is no cost to you for these prizes. The program runs through donations and state/federal funding. We just want school to be as welcoming as possible as move to help shape the futures of our students at Highlands High School.

## **Cafeteria Expectations**

When in the cafeteria, students are expected to act in accordance with the following expectations:

1. Students will remain in the cafeteria during their assigned lunch period.
2. Students are to remain seated until dismissed by staff at the end of the lunch period.
3. Students will always maintain an appropriate voice level in the cafeteria.
4. Students should clean up after themselves and ensure that all garbage is placed in the appropriate receptacles before leaving the cafeteria.
5. All students are provided with a thirty-minute lunch period.
6. No speakers or noise-making devices are permitted to be used during the lunch periods.

## **Cell Phones/ Electronic Items**

The Highlands School Board authorizes student possession of cell phones and other personal electronic devices, such as calculators, laptop computers, handheld computers, cameras, MP3 players, mobile phones, tablets or any other devices designed to communicate, create or store information. While the district does not prohibit bringing these devices to school, the district does not recommend it. Students assume all risks of damage, theft, loss or misuse of such devices. Students may only be permitted to utilize such devices in the classroom with the consent of the teacher.

**Otherwise, upon entering the classroom, students are to place all cell phone devices in the specifically assigned area of the room.**

**\*\*\*NO EAR PODS OR HEADPHONES SHALL BE WORN IN THE HIGH SCHOOL DURING THE SCHOOL DAY. \*\*\***

Violations of this policy by a student shall result in disciplinary action including, but not limited to, confiscation of the item. Students must follow the below guidelines in reference to electronic devices.

- Students are expected to use all devices responsibly.
- Students are prohibited from making calls or FaceTime's on their personal devices during the day. Students that need to make phone calls may do so from the office.
- Students are prohibited from wearing headphones/ear pods at any point during the day.
- Students are prohibited from using external speakers on school grounds and transportation.
- Students are prohibited from posting pictures and/or negative comments about other students/staff during school time (this includes the bus ride to and from school) that disrupts the normal function of the school day. Failure to comply with this directive will result in disciplinary action.
- Students are prohibited from producing and sharing videos of the school and/or other students/school staff during the school day. (i.e. student altercations, TikTok Videos)
- Items may be given to the front office for safe keeping during the school day. Students are responsible for their belongings at all times. The school district is not responsible for any loss, theft or damage of items.

**NOTE: If a student refuses to turn over a prohibited item, he/she will be immediately referred to a principal or Dean of Students for disciplinary action.**

## **Bullying/Cyber Bullying**

The Board is committed to providing a safe, positive learning environment for district students. The Board recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the Board prohibits bullying by district students.

### **Definitions**

**Bullying** means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting and/or outside a school setting, that is severe, persistent or pervasive and has the effect of doing any of the following:

1. Substantially interfering with a student's education.
2. Creating a threatening environment.
3. Substantially disrupting the orderly operation of the school.

**Bullying**, as defined in this policy, includes cyberbullying.

**School setting** means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school.

### **Authority**

The Board prohibits all forms of bullying by district students.

The Board encourages students who believe they or others have been bullied to promptly report such incidents to the building principal or designee.

Students are encouraged to use the district's report form, available from the building administrator, or to put the complaint in writing; however, oral complaints shall be accepted and documented. The person accepting the complaint shall handle the report objectively, neutrally and professionally, setting aside personal biases that might favor or disfavor the student filing the complaint or those accused of a violation of this policy.

The Board directs that verbal and written complaints of bullying shall be investigated promptly, and appropriate corrective or preventative action be taken when allegations are substantiated. The Board directs that any complaint of bullying brought pursuant to this policy shall also be reviewed for conduct which may not be proven to be bullying under this policy but merits review and possible action under other Board policies.

### **Title IX Sexual Harassment and Other Discrimination**

Every report of alleged bullying that can be interpreted at the outset to fall within the provisions of policies addressing potential violations of laws against discrimination shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Compliance Officer and Title IX Coordinator. If, in the course of a bullying investigation, potential issues of discrimination are identified, the Title IX Coordinator shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination as well as the incidents of alleged bullying.[4][5]

### **Confidentiality**

Confidentiality of all parties, witnesses, the allegations, the filing of a complaint and the investigation shall be handled in accordance with applicable law, regulations, this policy and the district's legal and investigative obligations.

### **Retaliation**

Reprisal or retaliation relating to reports of bullying or participation in an investigation of allegations of bullying is prohibited and shall be subject to disciplinary action.

### **Delegation of Responsibility**

Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying.

The Superintendent or designee shall develop ~~administrative~~ regulations to implement this policy.

The Superintendent or designee shall ensure that this policy and ~~administrative~~ regulations are reviewed annually with students.

The Superintendent or designee, in cooperation with other appropriate administrators, shall review this policy every three (3) years and recommend necessary revisions to the Board.

District administration shall annually provide the following information with the Safe School Report:

1. Board's Bullying Policy.
2. Report of bullying incidents.
3. Information on the development and implementation of any bullying prevention, intervention or education programs.

### **Guidelines**

The Code of Student Conduct, which shall contain this policy, shall be disseminated annually to students.

The policy shall be posted in a prominent location within each school building and on the district website.

### **Education**

The district may develop, implement and evaluate bullying prevention and intervention programs and activities. Programs and activities shall provide district staff and students with appropriate training for effectively responding to, intervening in and reporting incidents of bullying.

### **Consequences for Violations**

A student who violates this policy may be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include:

1. Counseling within the school.
2. Parental conference.
3. Loss of school privileges.
4. Exclusion from school-sponsored activities.
5. Detention.
6. Suspension.
7. Expulsion.
8. Counseling/Therapy outside of school.

9. Referral to law enforcement officials.

## **Harassment**

Harassment is "to annoy or torment repeatedly and persistently." This includes all derogatory sexual, racial, and ethnic remarks, and personal intimidation. After a thorough investigation by the school's administration, students found guilty of harassing other students or staff members will face severe disciplinary actions.

**These actions may include, but are not limited to suspension, a citation for harassment filed with the district justice and a school board expulsion hearing. The district harassment report form is found at the bottom of the School Board Doc [here](#).**

## **Drug & Alcohol Policy**

The Highlands School District recognizes its responsibility to educate, prevent, and intervene in the use and abuse of all drug, alcohol, and mood-altering substances by students. Possession of drug and/or alcohol on school property or at a school-sponsored event is a serious violation of [Highlands School District Policy 227](#).

Through the use of curriculum, classroom activities, community support and resources, a strong and consistent administration and faculty effort, and rehabilitative and disciplinary procedures, the Highlands School District will work to combat the problems associated with substance abuse that permeates our society.

Any student caught with nicotine and/or vapes may be subject to completing cessation remediation.

Any suspicion of THC may result in the student or their belongings being subject to immediate testing for the substance.

## **Open Containers**

Students are not permitted to bring any open containers into school. Students are only permitted to bring sealed, unopened, nonalcoholic beverages, and fillable water bottles if the bottles are empty when entering the building. This includes parents/guardians dropping off items for students.

## **Tobacco/Vape**

State law defines the term **tobacco product** to broadly encompass not only tobacco but also vaping products including Juuls and other electronic cigarettes (e-cigarettes). **Tobacco products**, for purposes of this policy and in accordance with state law, shall be defined to include the following:

1. Any electronic device that delivers nicotine or another substance to a person inhaling from the

device, including, but not limited to, electronic nicotine delivery systems, an electronic cigarette, a cigar, a pipe and a hookah.

2. Any product containing, made or derived from either:
3. Tobacco, whether in its natural or synthetic form; or
4. Nicotine, whether in its natural or synthetic form, which is regulated by the United States Food and Drug Administration as a deemed tobacco product.
5. Any component, part or accessory of the product or electronic device listed in this definition, whether it is sold separately.

Any product containing, made or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed or ingested by any other means, including, but not limited to, a cigarette, cigar, little cigar, chewing tobacco, pipe tobacco, snuff and snus.

## **Weapons**

The definition of “weapon” includes, but is not limited to, any knife, cutting instrument, cutting tool, martial arts device, brass or metal knuckles, firearm, hand gun, shotgun, rifle, chemical agent (such as mace or pepper spray), explosive device, or any other tool, instrument or implement capable of inflicting injury or a look-alike item.

The definition of “firearm” includes firearms of any type which will or may readily be converted to expel a projectile by the action of an explosive, any destructive device, pellet gun, BB gun, or look-alike firearm whether capable of operation, loaded or unloaded.

Students suspected of possessing a weapon are subject to a search of pockets, lockers, coats, book bags, purses, and cars parked on school property. Regulations also permit the use of reasonable force by school officials to obtain a weapon or otherwise dangerous object. If a student resists a search, the local police will be called for assistance.

\*See Board Policies

## **Vandalism**

The normal repair and maintenance of school equipment and buildings is a costly item in the school budget. When school property is damaged or destroyed through vandalism, it is inconvenient for students and staff of the affected building and places an unfair burden on the taxpayer. Parents/guardians are financially responsible for cost of damage if it has been done deliberately by their child.

## **Class Cuts**

For a student to achieve at their highest potential, it is imperative that they attend class regularly. Therefore, choosing not to attend class is irresponsible behavior. Students will be considered illegally absent, will not have the opportunity to complete any missed assignments during the period they did not attend and a grade of zero will be applied in the gradebook for all work assigned during that period.

- 1<sup>st</sup> offense – 1 day of detention
- 2<sup>nd</sup> offense – 3 days of detention
- 3<sup>rd</sup> offense – Rams Reflection
- 4<sup>th</sup> offense – Parent meeting for consequences to be determined

If student fails to attend within a given time period, they may be subject to suspension.

## **Cheating or Plagiarism**

Cheating involves giving or receiving unauthorized help by talking, by using written notes, or by any other visual, oral, tactile, or electronic means.

Plagiarism is the intentional stealing of words or ideas from someone else and submitting them as one's own work. Plagiarism is a crime: both inside and outside school. Internet "cut and paste" is one example of plagiarism.

The following will occur when a student is caught and reported cheating or plagiarizing:

1. The student will receive a zero grade on the activity, project, or test on which the cheating occurred with no opportunity for make-up work.
2. Teachers will notify the parent and referral student to building administration.
3. Members of meritorious organization (i.e. National Honor Society) will also receive a one-year suspension from the organization from the date of the infraction. A second offense will result in permanent expulsion from meritorious organizations.
4. Forfeiture of any meritorious awards (e.g. valedictorian, salutatorian during periods of suspension or expulsion).
5. A summary of the situation will be handed into the office, so it can be placed in the student's discipline file.

## **Student Publications**

Student publications, such as the Yearbook, are school sponsored and school controlled. The content is subject to review and approval prior to publication by school administrators. This includes posters and wall décor for classrooms and hallways. Students may not distribute written materials to the student body without the permission of building administration.

## **Food Deliveries**

Highlands does not accept deliveries of food from outside entities (i.e. pizza deliveries, Doordash, GrubHub, etc.). Any deliveries will be declined, and the district will not reimburse.

## **Behavioral Consequence Levels**

One of the primary goals of Highlands High School is to promote constructive and respectful behaviors. The procedures and consequences described in the tables below are designed to modify unacceptable behavior, not to punish. Students are expected to make appropriate decisions concerning their behaviors. Building principals have the right to address behaviors on a case-by-case basis. The following guidelines serves as a framework for behavior throughout the school.

The examples provided in this Code of Conduct are not to be construed as limiting the behaviors which may require disciplinary action by school personnel. The following misconduct/response structure includes four levels.

**Level I, II, III, and IV represent a continuum of misbehaviors based on the seriousness of the act and the frequency of the occurrence, determined by school administration.**

Students should avoid the behaviors listed as examples under each level and, instead, exhibit good conduct. Any student found in violation of Board Policy and District rules and regulations will receive appropriate disciplinary action.



# Level I

Level I Definition	Examples of Level I Misbehaviors Include, but not limited to:	Examples of Disciplinary Actions, but not limited to:
<p>-Misbehavior on the part of the student which impedes orderly classroom procedures or interferes with the orderly operation of the school.</p> <p>-These misbehaviors are usually <b>handled by individual staff members</b>, but sometimes require the intervention of other school support personnel.</p>	<p>-Classroom/school disturbance or disruptive/inappropriate classroom/school behavior</p> <p>-Non-defiant failure to complete or carry out directions</p> <p>-Bringing Bluetooth speakers, cell phones, cameras, and other electronic devices without authorization</p> <p>-Eating outside cafeteria or in unauthorized area(s)</p> <p>-Littering</p> <p>-Loitering</p> <p>-Running or shouting in the halls</p> <p>-Unauthorized presence in the halls or other school areas</p> <p>-Inappropriate display of affection</p> <p>-Unauthorized sale of non-harmful items</p> <p>-Classroom tardiness</p> <p>-First offense class cut</p> <p>-Lying</p> <p>-Name calling</p> <p>-Violation of Dress Code</p> <p>-Inappropriate language</p> <p>-Throwing objects without the intent to harm</p>	<p>-Private conversation with student</p> <p>-Verbal warning or written reprimand</p> <p>-Special Assignment</p> <p>-Written Assignment</p> <p>-Detention</p> <p>-Denial of privileges</p> <p>-Confiscation</p> <p>- Parent contact by staff member</p> <p>-Isolation in class</p> <p>- Parent meeting with school staff</p> <p>-Social Probation</p>

## **Level II**

Level II Definition of Behaviors	Examples of Level II Misbehaviors Include, but not limited to:	Examples of Disciplinary Actions, but not limited to:
<p>Misbehavior whose frequency or seriousness tend to disrupt the learning environment of the school.</p> <p>These infractions, which usually result from the continuation of Level I misbehaviors, <b>require the intervention of personnel on the administrative level because the execution of Level I disciplinary options has failed to correct the situation.</b></p>	<ul style="list-style-type: none"> <li>-Extreme Level I misconduct</li> <li>-Continuation of Level I misconduct</li> <li>-Abusive, obscene, or disrespectful language, writing, or gestures</li> <li>-Using forged notes or excuses</li> <li>-Unsafe/disorderly bus conduct</li> <li>-Unsafe/disorderly cafeteria conduct</li> <li>-Violation of school attendance policies (e.g. continued tardiness; leaving school property without permission; 2nd continued cutting class;)</li> <li>-Failure to serve detentions within reasonable time</li> <li>-Unauthorized possession or use of school property, facilities, lockers</li> <li>-Hazing</li> <li>-Bullying/Cyberbullying</li> <li>-Plagiarism/Cheating</li> <li>-Misbehavior during field trips or school programs</li> <li>-Open defiance of authority; willful refusal to do as ordered; or any form of insubordination</li> <li>-Repeated violation of dress code guidelines</li> <li>-Inappropriate use of electronic devices</li> <li>-Using, installing, or downloading unauthorized software (i.e. games, music, etc.)</li> <li>-Horseplay (unsafe acts such as pushing, shoving, running, jumping etc.)</li> <li>-Verbal harassment of others</li> <li>-Possession of any article disruptive to the school day</li> <li>-Leaving room without permission</li> <li>-Throwing objects with or without the intent to harm</li> </ul>	<ul style="list-style-type: none"> <li>-Parent Contact</li> <li>-Parent/Student/Teacher conference</li> <li>-Behavior Contract</li> <li>-Modified day</li> <li>-Detentions</li> <li>-Denial of privileges/extra-curricular activities</li> <li>-ASA</li> <li>-In-school suspension</li> <li>-Out of school suspension</li> <li>-Confiscation</li> <li>-Temporary removal or permanent removal from bus or area</li> <li>-Rams Reflection</li> <li>-Social Probation</li> <li>-Restitution for damaged property</li> <li>-Citation</li> </ul>

## Level III

Level III Definition of Behaviors	Examples of Level III Misbehaviors Include, but not limited to:	Examples of Disciplinary Actions, but not limited to:
<p>Acts whose frequency or seriousness tend to disrupt the learning climate of the school and/ Or acts directed against persons or properties and whose consequences could endanger the health or safety of others in the school.</p>	<ul style="list-style-type: none"> <li>-Continuation of or extreme Level II misconduct</li> <li>-Vandalism</li> <li>-Petty theft</li> <li>-Instigation</li> <li>-Video taping</li> <li>-Fighting</li> <li>-Assault</li> <li>-Minority, ethnic, or racial slurs intimidation</li> <li>-Trespassing on or in school property</li> <li>-Refusal to leave school property when ordered to do so</li> <li>-Intimidating others</li> <li>-Hazing</li> <li>-Bullying/Cyberbullying</li> <li>-Sexting or any inappropriate material on any electronic or cellular device.</li> <li>-Destruction of property</li> <li>-Lewdness or indecent exposure</li> <li>-Possession or use of tobacco, matches, e-cigarettes, lighters, vapes, vaping material, etc.</li> <li>-Harassment</li> <li>-Sexual harassment</li> <li>-Spitting on individuals or property</li> <li>-Inappropriate use of electronic devices</li> <li>-Throwing objects that can cause harm or damage.</li> <li>-Gross disrespect towards staff member.</li> </ul>	<ul style="list-style-type: none"> <li>-Parent Contact</li> <li>-School conference</li> <li>-Detention</li> <li>-Confiscation</li> <li>-Temporary removal from area (i.e. class, cafeteria, etc.)</li> <li>-In-school suspension</li> <li>-Out of school suspension</li> <li>-ASA</li> <li>-Rams Reflection</li> <li>-Denial of privileges/extra-curricular activities</li> <li>-Temporary removal or full removal from bus</li> <li>-Restitution of property or damages</li> <li>-Referral to police or district magistrate</li> <li>-Citation</li> <li>-Social Probation</li> </ul>

## **Level IV**

<b>Definition of Level IV behaviors</b>	<b>Examples of Level IV Misbehaviors Include, but not limited to:</b>	<b>Examples of Disciplinary Actions, but not limited to:</b>
<p>Acts whose frequency or seriousness tend to disrupt the learning climate of the school.</p> <p>Acts directed against persons or property which could or do pose a threat to the health, safety or welfare of others in the school.</p> <p>Such acts will require administrative action which could result in the immediate removal of the students from school and the possible intervention of law enforcement authorities.</p>	<ul style="list-style-type: none"> <li>-Continuation of or extreme Level III misconduct</li> <li>-Extortion or attempted extortion</li> <li>-Bomb threat or threatening phone calls</li> <li>-Possession/use/transfer of dangerous weapons</li> <li>-Fighting</li> <li>-Assault</li> <li>-Lighted or ignited objects</li> <li>-Theft or possession/sale of stolen property</li> <li>-Arson or attempted arson</li> <li>-Hacking, cracking, or tampering with the network/computers</li> <li>-Inappropriate use of electronic devices</li> <li>-Transfer/sale/possession/purchase/procurement /distribution/use or under the influence of unauthorized substances, e.g., drugs, alcohol, or drug paraphernalia</li> <li>-Possession or distribution of prescription medications</li> <li>-Possession, sale, or use of firecrackers, cherry bombs, or other fireworks</li> <li>-Disorderly conduct</li> <li>-Unauthorized use of fire alarm or equipment</li> <li>-Other violations of federal, state, or local laws</li> <li>-Terroristic threats</li> <li>-Terroristic acts</li> <li>-Repeated incidents of bullying/cyberbullying</li> <li>-Retaliation against a student for reporting bullying or extortion, or for assisting in an investigation</li> </ul>	<ul style="list-style-type: none"> <li>-Expulsion</li> <li>-Citation</li> <li>-Confiscation</li> <li>-In-school suspension</li> <li>-Out of school suspension</li> <li>-Permanent removal from bus</li> <li>-Restitution for damages to or loss of property</li> <li>-ASA</li> <li>-Rams Reflection</li> <li>-Referral to police or district magistrate</li> <li>-Referral to outside agency</li> <li>-Social Probation</li> </ul>

## **Social Probation**

Students who are placed on the social probation list will be restricted from special privileges, driving to school, and participating in extracurricular activities until their names are removed.

All students on the social probation list will report to the office during school functions (Examples: pep rallies, assemblies, etc).

A student may be placed on the social probation list for:

- being insubordinate towards professional staff, school administrators, or visiting adults during school or at a school function
- fighting on school property or at a school function
- having violated the drug and alcohol policy on school property or at a school function
- making no attempt towards payment of school obligations

- being habitually tardy and/or cutting class
- being absent from school more than 8 times and required to present doctor's excuses upon return to school
- a student can also be placed on the Social Probation List as indicated on the Code of Conduct: Disciplinary Action Consequences

A student's name will remain on the social probation list until the building administration is convinced that the student has demonstrated acceptable behavior and is making a serious attempt to act in a socially responsible manner at school or during school events.

## **Detention**

1. Detention is held Monday through Thursday from 2:40 PM to 3:40 PM.
2. Report for detention promptly; no one will be admitted after 2:40 PM.
3. You must have schoolwork to complete, and you must work during the entire detention.
4. If any of the above rules are broken, further disciplinary action will result.

## **After-School Alternative (ASA)**

The After-School Alternative (ASA) program is designed to help students maintain grades and attendance when an Out-of-School suspension is assigned. The student will be required to report to the High School Office for the ASA session that will run from 2:45 p.m. – 5:45 p.m. The student will receive all their schoolwork for that day at ASA. Failure to report to ASA will result in the student being marked as an illegal or unexcused absence. ASA will be assigned at the discretion of building administration.

1. Students must be in the classroom by 2:45 p.m. Any student arriving after 3:15 p.m. will be turned away, and the student will be marked as an illegal or unexcused absence.
2. Students should bring their books for school and be prepared for class.
3. Students will work for the duration of the class.
4. One 10-minute break will be given at 4:30 p.m.
5. All school rules apply. In the event a student is asked to leave, the student will be marked as an illegal or unexcused absence.

## **Parent Involvement**

Students do better in school when their family takes an active role in their education. There are many ways for us to look at parent involvement, and at least four different categories of involvement have

been encouraged by successful schools. At Highlands, parents are encouraged to become as active as possible including all these levels of involvement:

Parenting Level - Ensuring regular attendance, getting the child to the school bus or to the school building on time, calling to report your child is sick, making certain the child completes homework and assignments, congratulating a child's success, supporting the school's discipline, and attending the Back to School Night and Teacher Conference days.

Communicating Level - Two-way communication includes home-to-school, sending in an excuse or doctor's excuse when a child has missed a day of school, signing the homework planner each night, calling the child's teacher when there is a concern, returning calls from the school, and keeping the Emergency Card up to date with working / current phone numbers and contact information.

Home Learning Level – Home Learning means working on the class work or homework papers with your child to assess for yourself what your child knows and can do, providing the contact with teachers or tutors to assist your child with academic weaknesses.

Decision-Making Level – This level has the home becoming involved at the public meetings and open forums of the District-wide Title I PAC working with other families to create an Action Plan for your school.

## **Parent-Teacher Conferences**

Parents can schedule conferences with teachers and principals any day of the school year by calling the school to make an appointment. In addition, the district has scheduled several parent-oriented events throughout the year when parents can exchange ideas and get information concerning the schools and their children.

November 15<sup>th</sup>, 2022 is scheduled for Parent-Teacher Conference Day, held at all schools in the district. The purpose of this day-long event is to allow parents to become acquainted with all their children's teachers, and to receive information on student potential, performance and achievement early in the school year. A scheduling link will be sent by teachers closer to the date of the event.

In addition, Back to School Nights are scheduled in September at each school. Since time limits at these events prohibit lengthy discussions on serious problems, parents are invited to make appointments in advance to discuss problems at a time convenient for both parties.

## **Volunteers**

Highlands School District welcomes parents and community members into the District as volunteers. The District believes it is important to include the community in its mission to build foundations for the futures of our students. Many programs, extracurricular activities, events and experiences would not be had if it were not for the graciousness of volunteers. The District anticipates a cordial relationship with

you, as a volunteer, and thanks you for your time and dedication to our youth. Building administration reserves the right to deny the ability to volunteer in the school for any individual.

#### Qualifications for Volunteers

- Minimum of 18 years of age unless volunteer is a high school student in a peer-mentoring position.
- Adhere to all regulations, policies and procedures of the Highlands School District.
- Maintain confidentiality when volunteering within the schools.
- Provide State Criminal Record Check and State Child Abuse clearances, as well as FBI clearance or Arrest / Conviction Form. Information about how to obtain the necessary clearances is posted on the school website at [www.goldenrams.com/volunteer](http://www.goldenrams.com/volunteer)

## **Compliance Notifications**

Annual Compliance Notifications include the following and additional notifications that can be found on the District's website.

### **Child Find Notice of Special Education Services & Program**

Each school district and other public agencies in the commonwealth must establish and implement procedures to identify, locate and evaluate all children who need special education programs and services because of the child's disability. This notice is to help find these children, aid parents, and describe the parents' rights concerning the confidentiality of information obtained during this process. The content of this notice has been written in English but can be translated into other languages or transcribed to braille. If a person does not understand any of these notices, they should contact Dr. Amber Dean at 724.226.2400 ext. 5651 and request an explanation.

### **IDEA and Chapter 14**

1. Individualized services and programs are available for children who are determined to need specially designed instruction due to the following conditions:
2. Autism/pervasive development disorder
3. Blindness or visual impairment
4. Deafness or hearing impairment
5. Developmental delay
6. Intellectual Disability
7. Multiple disabilities
8. Neurological impairment

9. Other health impairments
10. Physical disability
11. Serious emotional disturbance
12. Specific learning disability
13. Speech or language impairment

If you believe your school-aged child may require special education services and related programs, or young child (age 3 to school-age) may need early intervention. Screening and evaluation processes designed to assess the needs of the child and their eligibility are available to you at no cost upon written request. You may request screening and evaluation, whether your child is enrolled in the District's public-school program. Requests for evaluation and screening are to be written to the building principal. Additional information is available on the District's website. Questions and concerns should be addressed to Dr. Amber Dean, 724.226.2440 ext. 5651

## **Section 504/ Chapter 15**

In compliance with state and federal law, the School District will provide to each eligible student with a disability, without discrimination or cost to the student or family, those related aids, services, or accommodations that are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities. Additional information is available on the district website. Questions and concerns should be addressed to the Section 504 Coordinator, Dr. Amber Dean, 724.226.2440 ext. 5651

## **Gifted Education and Chapter 16**

Specially designed instruction is provided for students who are identified as intellectually gifted in accordance with Chapter 16 of Title 22 of the Pennsylvania Code. These individuals have demonstrated cognitive and academic performance, which has been determined to be significantly beyond age/grade level norms. After thoroughly evaluating each gifted learner's educational needs, a team of qualified professionals and the parents develop a Gifted Individualized Educational Plan (GIEP). Questions and concerns should be addressed to Dr. Amber Dean at 724.226.2440 ext. 5651

## **Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)**



PPRA affords parents of elementary and secondary students certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. Additional information is available on the district website.

## **Notification of Rights Under the FERPA for Elementary and Secondary Schools**

All school records are handled in strict compliance with Federal and State laws and regulations. Additional information is available on the district website.

## **Homebound Instruction**

If a student is unable to attend school for a temporary (10 days or more) mental or physical illness or other urgent reason, the parent/ guardian should contact their counselor or administrator and ask for the homebound request form. This form requires input from the treating physician indicating the medical or psychological issue and when the student will return. The District approves Homebound Instruction based on a review of these records. Homebound instruction may not exceed three months unless the District has approval from the Pennsylvania Department of Education.

The school counselor will provide you with the required Physician's Statement and the Physician Input form. For additional information, please contact Dr. Amber Dean at 724.226.2400 ext. 5651

## **Title IX Information**

The Highlands School District does not discriminate based on race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, genetic information, or other legally protected categories in its educational programs, activities, or employment practices. The announcement of this policy is in accordance with State Law, including the Pennsylvania Human Relations Act, and with federal law, including Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967 and the Americans with Disabilities Act of 1990.

The District has established Title IX personnel to respond to concerns and sexual harassment and assault reports promptly. All investigations into sexual harassment and assault reports will be

impartial, free of bias and conflicts, and will not prejudge the facts for either side. The District strives to maintain an environment where all students, staff, and the greater community feel safe.

Complaints or questions regarding nondiscrimination in school, classroom, and employment should be referred to the District's Title IX Coordinator, Dr. Cathleen Cubelic- Title IX Compliance Officer, Highlands Administrative Center, PO Box 288, Natrona Heights, PA 15065.

## **Students Experiencing Homelessness**

In compliance with the federal McKinney-Vento Homeless Assistance Act, as reauthorized in 2015 by the Every Student Succeeds Act (ESSA), the Highlands School District continues to attempt to identify all children within the District that may be experiencing homelessness. If you believe you know of families or individual students that may qualify for this service, please contact Dr. Cathleen Cubelic, McKinney-Vento Liaison, at 724.226.2400.

## **Suicide Awareness & Prevention Policy**

The Highlands School District recognizes the need to protect its students' health, safety, and welfare, promote healthy development, safeguard against the threat or attempt of suicide among school-aged youth, and address barriers to learning. This policy supports other federal, state, and local efforts to provide youth with prevention education, early identification and intervention, and access to all local resources to promote health and prevent personal harm or injury. For additional information, please contact Dr. Amber Dean, District Suicide Prevention Coordinator, 724.226.2400, ext. 5651

# **Board Policies**

## **Electronic Devices**

Book: Policy Manual

Section: 200 Pupils

Title: Electronic Devices

Code: 237

Status: Active

Adopted: March 21, 2016

Last Revised: May 16, 2022

Prior Revised Dates: 05/15/2017

### **Purpose**

The Board adopts this policy in order to support an educational environment that is orderly, safe and secure for district students and employees, while also recognizing that electronic devices may provide a positive contribution when used for educational purposes.

### **Definition**

**Electronic devices** shall include all devices that can take photographs; record, play or edit audio or video data; store, transmit or receive calls, messages, text, data or images; operate online applications; or provide a wireless, unfiltered connection to the Internet.

### **Authority**

#### **Authorized Use of Electronic Devices**

The Board authorizes use of district-issued electronic devices in the classroom, in education-related activities and in approved locations under the supervision of the classroom teacher or staff for educational purposes. All use shall follow the Code of Student Conduct and Board policy, or as designated in an Individualized Education Program (IEP) or Section 504 Service Agreement.[1][2][3][4]

Building principals, in consultation with the Superintendent and in compliance with Board policy, regulations and rules, are authorized to determine the extent of the use of electronic devices within their buildings and programs, on district property, and/or while students are attending school-sponsored activities. Use of electronic devices at the elementary level may be different than at the middle school and/or high school levels or may be different between programs. Building principals shall establish rules and notify students, staff and parents/guardians of all applicable rules for use of electronic devices within their buildings and programs.

The Board directs that district-issued electronic devices may be used in authorized areas or as determined by the building principal as follows:

1. For educational or instructional purposes, as determined and supervised by the classroom teacher.
2. Before and after school, in the cafeteria at lunchtime, in the hallways during the passing of classes, on the bus or other vehicles if authorized by the driver, and in the library and study hall if authorized by the classroom teacher.
3. When the educational, safety, emergency, medical or security use of the electronic device is approved by the building principal or designee, or the student's Individualized Education Program (IEP) or Section 504 team. In such cases, the student's use must be supervised by a classroom teacher or district staff.[1][2]

The Board prohibits use of electronic devices in locker rooms, bathrooms, health suites and other changing areas at any time.

The district shall not be liable for the loss, damage or misuse of any electronic device.

### Electronic Images and Photographs

The Board prohibits the taking, storing, disseminating, transferring, viewing, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or other means, including but not limited to texting and emailing.

Because such violations may constitute a crime under state and/or federal law, the district may report such conduct to state and/or federal law enforcement agencies.

### **Delegation of Responsibility**

The Superintendent or designee shall annually notify students, parents/guardians and employees about the Board's electronic device policy.

The Superintendent or designee shall develop regulations to implement this policy.

### **Guidelines**

Violations of this policy by a student shall result in disciplinary action and shall result in confiscation of the electronic device.[3][5][6]

The confiscated item shall not be returned until a conference has been held with a parent/guardian.

Legal

1. Pol. 103.1

2. Pol. 113

3. Pol. 218

4. Pol. 815

5. Pol. 226

6. Pol. 233

24 P.S. 510

Pol. 235

## **Tobacco & Vaping Products**

Book: Policy Manual

Section: 200 Pupils

Title: Tobacco and Vaping Products

Code: 222

Status: Active

Adopted: January 18, 2016

Last Revised: April 20, 2020

## **Purpose**

The Board recognizes that tobacco and vaping products, including the product marketed as Juul and other electronic cigarettes, present a health and safety hazard that can have serious consequences for users, nonusers and the school environment. The purpose of this policy is to prohibit student possession, use, purchase and sale of tobacco and vaping products, including Juuls and other electronic cigarettes.

## **Definition**

State law defines the term **tobacco product** to broadly encompass not only tobacco but also vaping products including Juuls and other electronic cigarettes (e-cigarettes). **Tobacco products**, for purposes of this policy and in accordance with state law, shall be defined to include the following:[\[1\]\[2\]](#)

1. Any product containing, made or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed or ingested by any other means, including, but not limited to, a cigarette, cigar, little cigar, chewing tobacco, pipe tobacco, snuff and snus.
2. Any electronic device that delivers nicotine or another substance to a person inhaling from the device, including, but not limited to, electronic nicotine delivery systems, an electronic cigarette, a cigar, a pipe and a hookah.
3. Any product containing, made or derived from either:
  - a. Tobacco, whether in its natural or synthetic form; or
  - b. Nicotine, whether in its natural or synthetic form, which is regulated by the United States Food and Drug Administration as a deemed tobacco product.
4. Any component, part or accessory of the product or electronic device listed in this definition, whether sold separately.

The term **tobacco product** does not include the following:[\[1\]\[2\]](#)

1. A product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product or for other therapeutic purposes where the product is marketed and sold solely for such approved purpose, as long as the product is not inhaled. NOTE: *This exception shall be governed by Board policy relating to Medications.*[\[3\]](#)
2. A device included under the definition of tobacco product above, if sold by a dispensary licensed in compliance with the Medical Marijuana Act. NOTE: *Guidance issued by the PA Department of Health directs schools to prohibit possession of any form of medical marijuana by students at any time on school property or during any school activities on school property. This exception shall be governed by Board policy relating to Controlled Substances/Paraphernalia.*[\[4\]](#)

## **Authority**

The Board prohibits possession, use, purchase or sale of tobacco and vaping products, including the product marketed as Juul and other e-cigarettes, regardless of whether such products contain tobacco or nicotine,

by or to students at any time in a school building; on school buses or other vehicles that are owned, leased or controlled by the school district; on property owned, leased or controlled by the school district; or at school-sponsored activities that are held off school property.[\[1\]\[2\]\[5\]](#)

The Board prohibits student possession or use of products marketed and sold as tobacco cessation products or for other therapeutic purposes, except as authorized in the Board's Medication policy.[\[3\]](#)

The Board prohibits student possession of any form of medical marijuana at any time in a school building; on school buses or other vehicles that are owned, leased or controlled by the school district; on property owned, leased or controlled by the school district; or at school-sponsored activities that are held off school property.[\[4\]](#)

The Board authorizes the confiscation and disposal of products prohibited by this policy.

### **Delegation of Responsibility**

The Superintendent or designee shall develop administrative regulations to implement this policy.

The Superintendent or designee shall notify students, parents/guardians and staff about the Board's tobacco and vaping products policy by publishing information in student handbooks, school calendar, posters, and by other efficient methods, such as posted notices, signs and on the district website.[\[2\]](#)

### **Reporting**

#### *Parental Report –*

The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident involving possession, use, purchase or sale of a tobacco or vaping product, including a Juul or other e-cigarette, immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian.[\[6\]\[7\]\[8\]](#)

#### *Office for Safe Schools Report -*

The Superintendent shall annually, by July 31, report all incidents of possession, use or sale of tobacco and vaping products, including Juuls or other e-cigarettes, by students to the Office for Safe Schools on the required form.[\[8\]\[9\]](#)

#### *Law Enforcement Incident Report –*

The Superintendent or designee may report incidents of possession, use or sale of tobacco and vaping products, including Juuls or other e-cigarettes, by students on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the school police, School Resource Officer (SRO) or to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.[\[1\]\[2\]\[6\]\[8\]\[9\]\[10\]\[11\]](#)

### **Guidelines**

A student who violates this policy shall be subject to prosecution initiated by the district and, if convicted, shall be required to pay a fine for the benefit of the district, plus court costs. In lieu of the imposition of a fine, the court may admit the student to an adjudication alternative.[\[2\]](#)

Tampering with devices installed to detect use of tobacco or vaping products shall be deemed a violation of this policy and subject to disciplinary action.[\[12\]](#)

### Students with Disabilities

In the case of a student with a disability, including a student for whom an evaluation is pending, the district shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.[\[8\]](#)[\[13\]](#)[\[14\]](#)[\[15\]](#)[\[16\]](#)[\[17\]](#)

### Legal

1. 18 Pa. C.S.A. 6305

2. 18 Pa. C.S.A. 6306.1

3. Pol. 210

4. Pol. 227

5. 20 U.S.C. 7973

6. 22 PA Code 10.2

7. 22 PA Code 10.25

8. Pol. 805.1

9. 24 P.S. 1303-A

10. 22 PA Code 10.22

11. 24 P.S. 1302.1-A

12. Pol. 218

13. 20 U.S.C. 1400 et seq

14. 22 PA Code 10.23

15. Pol. 103.1

16. Pol. 113.1

17. Pol. 113.2

24 P.S. 510

20 U.S.C. 7114

20 U.S.C. 7118

20 U.S.C. 7971 et seq

34 CFR Part 300

Pennsylvania Department of Health Medical Marijuana Guidance for Schools and School Districts

## **Weapons**

Book: Policy Manual

Section: 200 Pupils

Title: Weapons

Code: 218.1

Status: Active

Adopted: January 18, 2016

Last Revised: October 18, 2021

### **Purpose**

The Board recognizes the importance of a safe school environment relative to the educational process. Possession of weapons in the school setting is a threat to the safety of students and staff and is prohibited by law.

### **Definitions**

**Weapon** - the term shall include but is not limited to any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, replica of a weapon, and any other tool, instrument or implement capable of inflicting serious bodily injury.[\[1\]](#)[\[2\]](#)

**Possession** - a student is in possession of a weapon when the weapon is found on the person of the student; in the student's locker or assigned storage area; or under the student's control while on school property, on property being used by the school, at any school function or activity, at any school event held away from the school, or while the student is coming to or from school.

### **Authority**

The Board prohibits students from possessing and bringing weapons and replicas of weapons into any district buildings, onto school property, to any school-sponsored activity, and onto any public vehicle providing transportation to or from school or a school-sponsored activity, or while the student is coming to or from school.[\[2\]](#)[\[3\]](#)

The Board shall expel for a period of not less than one (1) year any student who violates this weapons policy. Such expulsion shall be given in conformance with formal due process proceedings required by law and Board policy.[\[2\]](#)[\[4\]](#)[\[5\]](#)

The Superintendent may recommend modifications of such expulsion requirement on a case-by-case basis.[\[2\]](#)

In the case of a student with a disability, including a student for whom an evaluation is pending, the district shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.[\[2\]](#)[\[4\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)[\[11\]](#)

### **Delegation of Responsibility**

The Superintendent or designee shall react promptly to information and knowledge concerning possession of a weapon. Such action shall be in compliance with state law and regulations and with the procedures set forth in the memorandum of understanding with local law enforcement officials and the district's emergency preparedness plan.[\[11\]](#)[\[12\]](#)[\[13\]](#)



## **Guidelines**

The Superintendent or designee shall immediately report incidents involving weapons on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.[\[2\]](#)[\[11\]](#)[\[12\]](#)[\[16\]](#)[\[17\]](#)[\[18\]](#)

The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident involving weapons as a victim or suspect immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian.[\[11\]](#)[\[17\]](#)[\[19\]](#)

In accordance with state law, the Superintendent shall annually, by July 31, report all incidents involving possession of a weapon to the Office for Safe Schools on the required form.[\[11\]](#)[\[16\]](#)

The building principal shall annually inform staff, students and parents/guardians about the Board policy prohibiting weapons and about their personal responsibility for the health, safety and welfare of the school community.

## **Transfer Students**

When the district receives a student who transfers from a public or private school during an expulsion period for an offense involving a weapon, the district may assign that student to an alternative assignment or may provide alternative education, provided the assignment does not exceed the expulsion period.[\[2\]](#)[\[22\]](#)

## **Legal**

1. 24 P.S. 1301-A

2. 24 P.S. 1317.2

3. Pol. 218

4. Pol. 113.1

5. Pol. 233

6. 20 U.S.C. 1400 et seq

7. 22 PA Code 10.23

8. Pol. 103.1

9. Pol. 113.2

10. Pol. 113.3

11. Pol. 805.1

12. 24 P.S. 1302.1-A

13. Pol. 805

14. 24 P.S. 1302-E

15. Pol. 236.1

16. 24 P.S. 1303-A

17. 22 PA Code 10.2

18. 22 PA Code 10.21

19. 22 PA Code 10.25

20. 18 U.S.C. 921  
21. 18 U.S.C. 922  
22. Pol. 200  
18 Pa. C.S.A. 912  
20 U.S.C. 7114  
20 U.S.C. 7961  
22 PA Code 403.1  
34 CFR Part 300

## **Controlled Substances/Paraphernalia**

Book: Policy Manual

Section: 200 Pupils

Title: Controlled Substances/Paraphernalia

Code: 227

Status: Active

Adopted: January 18, 2016

Last Revised: May 16, 2022

### **Purpose**

The Board recognizes that the abuse of controlled substances is a serious problem with legal, physical and social implications for the whole school community. As an educational institution, the schools shall strive to prevent abuse of controlled substances.

### **Definitions**

For purposes of this policy, **controlled substances** shall include all:[\[1\]](#)[\[2\]](#)

1. Controlled substances prohibited by federal and state laws.
2. Look-alike drugs.
3. Alcoholic beverages.
4. Anabolic steroids.
5. Drug paraphernalia.
6. Any volatile solvents or inhalants, such as but not limited to glue and aerosol products.
7. Substances that when ingested cause a physiological effect that is similar to the effect of a controlled substance as defined by state or federal law.

8. Prescription or nonprescription (over the counter) medications, except those for which permission for use in school has been granted pursuant to Board policy.[3][4]

For purposes of this policy, **under the influence** shall include any consumption or ingestion of controlled substances by a student.

For purposes of this policy, **look-alike drug** shall include any pill, capsule, tablet, powder, plant matter or other item or substance that is designed or intended to resemble a controlled substance prohibited by this policy, or is used in a manner likely to induce others to believe the material is a controlled substance.

### **Authority**

The Board prohibits students from using, possessing, distributing, and being under the influence of any controlled substances during school hours, at any time while on school property, at any school-sponsored activity, and during the time spent traveling to and from school and to and from school-sponsored activities.[5][6][7]

The Board may require participation in drug counseling, rehabilitation, testing or other programs as a condition of reinstatement into the school's educational, extracurricular or athletic programs resulting from violations of this policy.

In the case of a student with a disability, including a student for whom an evaluation is pending, the district shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.[8][9][10][11][12][13]

### **Off-Campus Activities**

This policy shall also apply to student conduct that occurs off school property or during nonschool hours to the same extent as provided in Board policy on student discipline.[14]

### **Delegation of Responsibility**

The Superintendent or designee shall develop regulations to identify and control substance abuse in the schools which:

1. Establish procedures to appropriately manage situations involving students suspected of using, possessing, being under the influence, or distributing controlled substances.[15][16][17]
2. Disseminate to students, parents/guardians and staff the Board policy and regulations governing student use of controlled substances.
3. Provide education concerning the dangers of abusing controlled substances.
4. Establish procedures for education and readmission to school of students convicted of offenses involving controlled substances.

### **Guidelines**

Violations of this policy may result in disciplinary action up to and including expulsion and referral for prosecution.[14][18][19]

The Superintendent or designee shall immediately report required incidents and may report discretionary incidents involving possession, use or sale of controlled substances on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.[13][15][16][20][21][22]

The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident involving possession, use or sale of controlled substances as a victim or suspect immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian.[13][20][23]

In accordance with state law, the Superintendent shall annually, by July 31, report all incidents of possession, use or sale of controlled substances to the Office for Safe Schools.[13][16]

In all cases involving students and controlled substances, the need to protect the school community from undue harm and exposure to drugs shall be recognized.

No student may be admitted to a program that seeks to identify and rehabilitate the potential abuser without the intelligent, voluntary and aware consent of the student and parent/guardian.

### Anabolic Steroids

The Board prohibits the use of anabolic steroids by students involved in school-related athletics, except for a valid medical purpose. Body building and muscle enhancement, increasing muscle bulk or strength, or the enhancement of athletic ability are not valid medical purposes. Human Growth Hormone (HGH) shall not be included as an anabolic steroid.[24]

Students shall be made aware of the dangers of steroid use; that anabolic steroids are classified as controlled substances; and that their use, unauthorized possession, purchase, or sale could subject students to suspension, expulsion and/or criminal prosecution.[18][25]

### Reasonable Suspicion/Testing

If based on the student's behavior, medical symptoms, vital signs or other observable factors, the building principal has reasonable suspicion that the student is under the influence of a controlled substance, the student may be required to submit to drug or alcohol testing. The testing may include but is not limited to the analysis of blood, urine, saliva, or the administration of a Breathalyzer test.

### Legal

1. 35 P.S. 780-102
2. 21 U.S.C. 812
3. Pol. 210
4. Pol. 210.1

5. 24 P.S. 510  
6. 24 P.S. 511  
7. 22 PA Code 12.3  
8. 20 U.S.C. 1400 et seq  
9. 22 PA Code 10.23  
10. Pol. 103.1  
11. Pol. 113.1  
12. Pol. 113.2  
13. Pol. 805.1  
14. Pol. 218  
15. 24 P.S. 1302.1-A  
16. 24 P.S. 1303-A  
17. 42 Pa. C.S.A. 8337  
18. Pol. 233  
19. Pol. 236  
20. 22 PA Code 10.2  
21. 22 PA Code 10.21  
22. 22 PA Code 10.22  
23. 22 PA Code 10.25  
24. 35 P.S. 807.1  
25. 35 P.S. 807.2  
22 PA Code 403.1  
35 P.S. 780-101 et seq  
35 P.S. 807.1 et seq  
20 U.S.C. 7114  
20 U.S.C. 7118  
21 U.S.C. 801 et seq  
34 CFR Part 300  
Pol. 122  
Pol. 805





